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## **Mission Statement**

“Inspiring Our Youth & Expecting Results!”

### **The beliefs of Johnson-Brock School are:**

- The partnership of family, school, and community work together to ensure students are treated and treat others with respect, fairness, and equality.
- Students should be provided with the skills necessary to achieve their full potential enabling them to become lifelong learners.
- Students shall become informed and contributing citizens who will function as useful and productive members of a global society.

### **Intent of Handbook**

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

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

### **Nondiscrimination**

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its education programs, activities, or employment policies in compliance with the Title VI and VII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Education Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes and regulations. Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district’s grievance procedures. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VII may be directed to the superintendent.

### **Multicultural Education**

The school district will provide programs which foster and develop appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States. The program will be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

### **Mutual Respect**

The Johnson-Brock Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated. We shall honor each other’s space, physical or verbal.

### **Board of Education Meetings**

The Johnson-Brock Public School Board meets monthly at the school on the second Monday of the month. Visitors are welcome, but those who wish to address the Board are asked to be part of the agenda by contacting the Superintendent’s Office in time to be added to the agenda. **Special meetings** may be called as circumstances may demand by the School Board President, or any two School Board members. The

Superintendent or other administrators shall be given notice of such meeting. An agenda should be made known to the public. Only items of emergency may be added to the agenda within 24 hours to the scheduled start of the special meeting.

### **Parental Involvement**

The Johnson-Brock School recognizes the importance of parental involvement in the education of their children. Parents have the right to view district-approved textbooks and other curricular materials and tests used in the district. Requests can be made to the principal to check out any curricular materials for a pre-determined length of time. Parents also have the right to view standardized tests used in the district. Copies of the most recent tests used in the district will be available for parent review. Parents are permitted, with district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities. Appointments should be made through the Principal's Office. Parents are permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable. The principal will excuse a student from any single school experience at the parent's written request. When appropriate, alternative experiences will be provided for the students by the school. Parents have the right to remove their children from surveys prior to district participation in surveys. All surveys given at the school are pre-approved by the principal before they are administered. Participation in a survey is always voluntary; however, parents may restrict their child from participating in any survey.

Parents have complete access to their child's attendance and achievement through the PowerSchool management program. By logging in, parents can view up-to-date student grades and read daily announcements. Passwords are provided to all parents of the district.

Parents are invited to visit the school. Any visitor to the school must gain entrance through the front doors, check in with the office and receive a visitor's pass before permission to visit classrooms is granted. The principal and guidance counselor welcome conversations about the progress of your child toward their educational goals, but calling ahead for an appointment can help guarantee the availability of those individuals. Instructional staff is available for personal conferences during their planning or before or after school. Because of their commitment to instruction, please call for an appointment.

### **BELL SCHEDULE**

All students dismissed to classrooms @ 8:00am

- Period 1 8:05am – 8:57am
- Period 2 9:00am – 9:52am
- Period 3 9:55am – 10:47am
- Period 4 10:50am —11:42am  
*Grades K-3 lunch from 11:00-11:30am*
- Period 5 11:45am – 1:02pm  
*Grades PK,7,8 lunch from 11:42-12:07pm*  
*class from 12:10-1:02pm*  
*Grades 4-5-6 lunch from 12:05-12:35pm*  
*Grades 9-12 class from 11:45-12:37pm*  
*lunch from 12:37-1:02*
- Period 6 1:05pm – 1:57pm
- Period 7 2:00pm – 2:52pm
- Period 8 2:55pm – 3:35pm

### **School Day**

- Grades PK-6 8:05-3:30pm
- Grades 7-12 8:05am-3:35pm

### **EARLY RELEASE BELL SCHEDULE**

All students dismissed to classrooms @ 8:00am

- Period 1 8:05am – 8:45am
- Period 2 8:48am - 9:28am
- Period 3 9:31am – 10:11am
- Period 4 10:14am – 10:54am
- Period 5 10:57am – 11:37am  
*Grades K-3 lunch from 11:00-11:25am*
- Period 6 11:40am – 1:00pm  
*Grades PK,7,8 lunch from 11:37-12:02pm*  
*class from 12:05-1:00pm*  
*Grades 4-5-6 lunch from 12:05-12:30pm*  
*Grades 9-12 class from 11:40-12:35pm*  
*lunch from 12:35-1:00*
- Period 7 1:03pm – 1:45pm

### **School Day**

- Grades PK-6 8:05-1:40pm
- Grades 7-12 8:05am-1:45pm

***Students who are not involved in school activities should leave the building at the end of the day.***

## PARENT & STUDENT HANDBOOK

### **Absence and Assignments**

Students who are absent are expected to make up their school work. It is the students' responsibility to contact their teachers for the purpose of getting assignments. If a student is gone for an extended time, the office should be contacted and assignments will be gathered for that student.

Students will have one extra day to get assignments turned in for each day they are absent.

### **Academic Letter Award**

Students who are on the High Distinction Honor Roll both semesters are eligible for an Academic Letter.

### **Animals**

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in board policy. Service animals will be permitted if all procedures set forth in board policy are followed. Contact the superintendent for more information.

### **Assignment Books**

Assignment books are required for all students in grades 3-12. The first assignment book is provided by the school; replacement cost for a lost assignment book will be \$5.00. All assignment books are subject to spot-check at any time to ensure proper usage. Students will use their assignment book as their hall pass.

### **Asthma/ Anaphylaxis Protocol**

The school shall procure and maintain the equipment and medication necessary to implement the protocol in the case of any student and/or staff emergency. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by a physician.

The protocol is available from the beginning of the first class to the end of the last class each school day. Steps and proper procedures will be used:

1. Call 911
2. Administer EpiPen injection
3. Give an albuterol treatment with a nebulizer
4. Contact parents or guardians
5. Transport student to a hospital

This protocol does not replace students who have an identified risk for a severe anaphylactic reaction from having their own Epi-Pen, as their medication should travel with them wherever they go. For each student with a known allergic condition or asthma, you must provide the school with (1)written medical documentation, (2)instructions, and (3)medications as directed by a physician. In the event that a student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If medical documentation and instructions are not on file we will defer to the regulatory protocol described above.

***To be excluded from this protocol, families must provide a statement signed by the parent and their family doctor to this effect for each individual student.***

### **Attendance Policy**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll. All children who are or will turn six years old

before January 1 and any children who have not turned eighteen years of age are of mandatory attendance age.

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 will be considered absent for first period if they arrive after the half-way point of class. After the third tardy in the same class, per semester, an absence will be given for each subsequent tardy in the class. These absences will be treated as any other absence with the related consequences.

Absent/present during any class will be determined by the amount of time a student is present for the class; if a student is present for less than half, they are absent for the class. If a student leaves a class period after the mid-point of the class in terms of time, no absence is recorded.

Leaving School: Students who leave school during the day, for any reason, must check out in the office before they depart; Parents/Guardians must present themselves and give a signature that they are leaving school premises with their student(s). Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

Procedure for a planned absence:

1. Parents should notify the school of an impending known absence by phone call, e-mail or note as early as possible, but no later than the day before or early in the morning the day of the absence when possible.
2. Students must fill out their school-assigned planner for each period or day they will miss.
3. The parental permission planner should be checked at the office.
4. When proper paperwork is done the absence will be considered excused. If the student is leaving in the middle of the day the office will issue a pass to the student so they can be dismissed from class at the designated time.
5. The pass should then be presented at the office so the student may leave the building.

Excused absences are accepted when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible.

Return Procedure: A student will not be allowed to enter class after an absence until a pass, based upon a written or verbal parental excuse is issued by the Principal's Office.

Truancy: The school administration shall investigate any case of his or her personal knowledge, or by report or complaint from any resident or employee of the district. A student will be truant if their parents and/or school authorities do not know and/or give their permission for the student to be absent or if the student has not attended class or school.

Limitations: The following absence limitation shall apply to students in grades 7-12 and be utilized as a guideline for students in grades K-6:

1. The Committee will meet with students during the school year who have absences and explain the Attendance Policy to them. Students will have the opportunity to explain their circumstances. Waivers can be given under extreme circumstances. Those circumstances would include hospitalization, long-term disability or documented illness where state law requires exclusion from school. The waivers would only be given if the student has been able to keep up with their school work. A meeting with the student, parent or guardian and the Attendance Committee would still be required to review the circumstances of the absences. (Students participating in sanctioned school activities under the supervision of a school staff member will be considered present at school.)
  - a. After a student has missed 5 days, the student will be asked to fill out a questionnaire that will help the Attendance Committee determine if there is a reason the student does not want to come to school.
  - b. After a student is absent 5 times per semester per course a questionnaire will be mailed to the parent/guardian to determine if the parent knows of any reason the student does not want to come to school.

- c. A letter will be mailed to the parent/guardian for any absence over 7 in a class.
  - d. Beyond 10 days of absence, no credits will be awarded for these periods. The student will be expected to maintain classroom attendance and curriculum expectations.
2. The Hearing and Appeals Committee at the Junior-Senior High School shall consist of the Principal and three secondary instructional staff. Three members of the Hearing and Appeals Committee must be present at the hearing. The student's total absence record will be examined. Specific faculty with the said student in regularly scheduled classes may attend the hearing and respond to questions upon request. The student and parent or legal guardian is responsible for justifying reasons for all absences. In making its decision, the Hearing and Appeals Committee shall consider the necessity of the absences, the reasons for the absences, and the total absence record. The decision will be determined by a majority vote of the Hearing and Appeals Committee members present at the hearing. A tie vote will result in a decision in the student's favor. A student may appeal the decision of the Hearing and Appeals Committee to the Superintendent of Schools. Any decision of the Superintendent of Schools may be appealed to the Board of Education. (In the elementary school, after 7 days of absences in a semester, a representative of the attendance committee will contact the parent or guardian to discuss the importance of regular attendance and their student's excessive absenteeism. A mutually agreed upon attempt will be made to solve the truancy problem, including homework that will need to be completed and determining the number of hours that need to be made up.)

### **Attendance to Participate in Activities**

Students must be in school before the beginning of 5<sup>th</sup> period the day of an activity, practice, or performance in which they are involved. (Afternoon driver's license examinations, medical appointments, court appearances, funerals, or emergencies, etc. may be exceptions to the arrival time with prior administrative approval.)

### **Behavior Expectations/Discipline**

Adult attention in daily life is one key force in increasing and maintaining both desired and unwanted behavior in school, home and work settings. As educators we realize that systematic plan to reward those behaviors, which are, appropriate is the first step toward ensuring students are educated in an atmosphere conducive to learning. This is the first priority of any successful discipline plan. We must make a concerted effort to reinforce those expected behaviors by being respectful, demanding, understanding, and persistent.

Those teachers that have successful classroom management skills take pains to correct the little problems before they become unmanageable. They use proximity, engagement, relevant and interesting assignments and high expectations to provide the appropriate learning atmosphere.

Yet even then infractions do occur. A polite, clearly stated request must be the beginning of all behavior interactions. Consequences can have a positive effect on student behavior if they are fair, uniform, and consistently enforced. Giving warnings and detentions without management of the consequence will, for some students, be more detrimental than overlooking the misbehavior. The consistent application of positive and productive behavioral expectations will help students develop responsibility and life skills.

Be prompt and be prepared

- Come to class on time
- Come to class with needed materials
- Come to class with assignments complete

Respect authority

- Listen to authority
- Follow directions promptly
- Accept responsibility for behavior

Display a concern for learning

- Remain on task

- Allow others to remain on task

#### Respect rights of others

- Use appropriate voice and language
- Listen to speaker
- Respect opinions and points of others
- Refrain from harassment

#### Display appropriate character

- Display positive character
- Display productive character

#### Respect property

- Respect property of others
- Respect own property

#### Display appropriate social skills

- Interact with others appropriately
- Display courtesy and tact

**Violation of any provision of the behavior code by High School or Middle School students will result in the following action up to and including suspension and/or expulsion according to the disciplinary point assignment guidelines below.**

#### Discipline

The common goal of students, parents, faculty and administration of Johnson-Brock Public School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Johnson-Brock Public School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE JOHNSON-BROCK PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Student behavior modeling begins in the classroom. When the student's behavior does not meet the expectations set, prior to sending the student to the office or requesting assistance from the administration, the classroom teacher will follow specific steps in teaching the appropriate behavior two (2) times. If this is not successful, the student may be referred to the principal who will also teach the appropriate behavior and attempt to gain the cooperation of the student. The student's parents will be involved, if possible, in the teaching of appropriate behavior. If the student will not cooperate, the student may face in-school suspension, detention, suspension, expulsion or other actions deemed necessary to maintain the educational climate of the school. All school employees are expected to support positive student behavior through the disciplinary structure.

Student behavior which poses a threat toward the safety of other (students or teachers) or causes a substantial disruption to the learning environment will be ***referred to the appropriate school administrator immediately.***

**Bullying and Harassment:** Bullying is defined as 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 school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. Engaging in bullying, threatening or intimidating behavior of any student for the purpose or intent of obtaining money or anything of value from that student is grounds for long-term suspension, expulsion, or mandatory reassignment. The use of violence, force, coercion, threat, or intimidation, or other such conduct that substantially interferes with school purpose is also forbidden. Cyber bullying includes any pattern of the use of electronics to abuse or intimidate other who are part of the school community (students, staff, and family members.)

Classroom Procedures: Classroom teachers will support school-wide standards for student behavior in their individual classrooms. In addition, classroom teachers may establish additional behavior requirements consistent with school policy and the educational nature of the subject. All classroom rules will be displayed in the classroom in a visible area. Teachers will document disciplinary action and referrals and report such to the principal. Punishment should not be associated with physical activity opportunities.

**Definitions of Disciplinary Actions:** Many factors---such as student's prior record, the degree of severity of the infraction, the circumstances of the situation, the effect or danger to persons and property---are taken into consideration when dealing with infractions. Each infraction and student will be handled individually.

Restitution calls for the student to replace, repair, or pay for cost of returning property to original condition.

In-School Suspension is a temporary assignment to a restrictive learning classroom during the school day where students are re-taught appropriate school behaviors and provided time to complete academic assignments.

Detention is a temporary assignment to a restrictive learning classroom after or before the school day where students are re-taught appropriate school behaviors and provided time to complete academic assignments. The staff member who gave the detention will be responsible for supervising the temporary assignment. Detentions will be 30 minutes long and served either 7:30-8:00am or 3:40-4:10pm. Detentions must be served the day of the infraction or the following day. Students who are in detention will be asked to turn over their phone to the supervisor. Detentions may be longer than 30 minutes at administrative discretion. Failure to serve regularly scheduled detentions will result in a 90 minute detention to be served the following Wednesday from 3:00-4:30pm in the Principal's Office. Failure to report for the 90 minute detention will result in a full day of In-School Suspension.

Short-term Suspension means the exclusion of a student from privilege of school attendance and participation from all school activities and events, including exclusion from school property grounds within the system for a period which may not exceed five days.

Long-term Suspension shall mean the exclusion of a student from the privilege of school attendance and participation from all school activities and events, including exclusion from school property grounds within the system for a period exceeding five days but less than twenty school days.

Expulsion shall mean exclusion from attendance in school for a period not to exceed the remainder of the semester with any disciplinary action, except those prescribed by Federal Law (Gun-Free Schools violations).

### **Level One (one point and 30 minutes detention time)**

- Inappropriate Behavior (See List of Behavior Expectations Above)
- Dress Code Violation (Failure to comply)
- Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive, or indecent to the extent that it interferes with the learning and educational process.
- Willfully violating the behavioral expectations for those students riding Johnson-Brock Public School buses or vans.
- Inappropriate Display of Affection
- Failure to Cooperate with Faculty/Staff/Administration
- In Unauthorized Area/Parking Lot Without Permission
- Cafeteria Violation
- Bullying and/or harassment
- Student Planner Violation – Outside of Class Without a Signed Planner
- Unauthorized use of computers, phones, electronic, and musical devices during school hours. (2<sup>nd</sup> Offense)
- Loitering Before or After School
- Skipping an Assigned Tutorial or Make-Up Session (3<sup>rd</sup> or Subsequent Occurrences)
- 2<sup>nd</sup> or subsequent offenses of an electronic devices violation.
- Unsportsmanlike conduct involving visiting school teams or delegations, Johnson-Brock school teams, or officials of contests.



- Failure to complete disciplinary action or abide by behavioral agreements.
- Throwing objects at other people, school buses, or school property (including snow ball fights, water balloons, rubber bands, or like items.)
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

### **Level Two (two points and either one hour detention or one day ISS)**

- Habitual Violations of a Level One Offense
- Inappropriate Behavior
- Bullying
- Deliberate Deception or Forging Signature of Staff Member or Parent/Guardian
- Unsafe or reckless driving on or near school property.
- Leaving Class without Permission (walkouts) or school grounds without permission.
- Skipping Detention
- Skipping Class
- Student Planner Violation – Outside of Class Without a Signed Planner (Multiple Occurrences)
- Academic Cheating
- Tobacco Possession
- Public Indecency
- 3<sup>rd</sup> or Subsequent Offenses of an Electronic Devices Violation
- Trespassing on school property (Being on school grounds when school-related activities are not being held.) or climbing on the outside of the building or other school structures.
- Gambling or wagering for money or items of value.

### **Level Three (three points and minimum two days ISS)**

- Habitual Violations of a Level Two Offense
- Plagiarism
- Inappropriate Behavior
- Verbal Conflict with Another Student
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- Disrespect for Staff
- Refusing a Consequence
- Profanity/Vulgarity
- Bullying
- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.

### **Level Four (five points and one to ten days OSS)**

- Habitual Violations of a Level Three Offense
- Threatening Comments or Gestures Toward Students or Staff Members
- Theft
- Possessing matches, lighters, explosives, or flammable materials.
- Setting off fire alarms, tampering with fire detection services or fire extinguishers, or falsely reporting emergencies.
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

- Intimidation or Harassment
- Extortion
- Vandalism
- Defacing or destroying school property or private property belonging to other students or staff.
- Bullying
- Hazing/Menacing
- Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For the purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended.

**Level Five (twelve points and OSS and/or expulsions up to one full year)\***

- Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.”)
- Arson
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- Inappropriate Physical Conduct and/or Contact with Staff
- Destructive Devices/Threats/Use/Possession
- Bullying

**The administrator can administer an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) in response to an inappropriate act by a student, if there is reasonable suspicion that keeping the student in school will interfere with school instruction, decorum, or student safety. In such cases, points will be assigned for the student offense according to the disciplinary point assignment guidelines above.**

With a written discipline referral:

1. Zero is the base of the point system; there is no banking of points.
2. Each point earned will accumulate towards 12. If a student accumulates a total of 12 points per school year; a hearing is recommended for long-term suspension or expulsion.
3. At the beginning of each school year the student will begin with zero points.
4. After any student has accumulated seven or more points, he or she is considered a student “not in good standing.” A student who is not in good standing is ineligible for any/all school activities that take place during the school and non-school hours.
5. A student who is not in good standing cannot participate in any contest, festival, or competition. This includes, but is not limited to sports contests, music contests/festivals, speech & drama contests/festivals, FFA competitions, and scholar’s bowl. The student may not attend any school dances or recreational functions. This includes, but is not limited to, homecoming dance, prom, winter formal, and organizations’ fun nights. A student not in good standing can participate in and attend practices for a sport or activity and may participate in and attend school performances that are graded and are not competitions. An example would be a school music concert.
6. A plan for earning back points will be developed within a timely manner after a student has surpassed four points. Students will have the opportunity to earn back up to six points throughout the course of a school year. The Student Discipline Committee, comprised of the building principal and three teachers (elementary or secondary), will discuss and develop the plan which could include

character development exercises, service activities within the school, community service, etc. A conference will be conducted between the administrator and student explaining the expectations of the plan, and a copy will be provided to the student and parent(s). A meeting with the administrator and/or Student Discipline Committee can be arranged at parent request.

After the student has completed the necessary plan/requirements for earning back points, the Student Discipline Committee will evaluate the number of the points that may be deducted from the student's overall number of accumulated points based on the criteria outlined in the plan.

7. The Student Discipline Committee, at its discretion, can decide to "suspend" the reduction of points if the student's behavior becomes a recurrent issue/concern.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or as a school-sponsored activity.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

**Weapons Ban:** It is the policy of the Johnson-Brock Public School, Nemaha County District No. 23, to ban all weapons as is consistent with the passage of LB 1250 - Student Discipline Bill (Nebraska Legislature - April, 1994) and with the passage of LB 988 - Weapons Bill, often referred to as the "Gun Rack Rule" (Nebraska Legislature - April, 1994).

At all times, for all students and visitors under the age of 18, it is unlawful on school grounds or at any school activity or event off school grounds, to knowingly possess, handle, or transmit any firearm (any object used to fire any projectile), or object or material that is ordinarily or generally considered a weapon (including any object that has a "frame"). The penalties for violation of this policy shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment. The only exception to this policy is when an object generally considered to be a weapon is brought on school grounds for some educational purpose, and when such a request has received prior approval of both the classroom instructor and the building Principal, and when all arrangements have been agreed to and carried out regarding the safe use and storage of the weapon while it is on school premises.

For all students and/or adults 18 years or older, it is unlawful to bring onto school grounds at any time, any firearm (any object used to fire any projectile), or any other object or material that is ordinarily or generally considered a weapon (including any object that has a "frame"), unless the weapon is locked in a case or rack carrying the weapon. This policy refers specifically to the case or rack carrying the weapon. A locked vehicle, or a locked cabinet or locker (within the school), will not substitute for the requirement of a locked case or locked rack. An only exception to this policy is when an object generally considered to be a weapon is brought on school grounds for some educational purpose and when such a request has received prior approval of both a classroom instructor and the building Principal, and when all arrangements have been agreed to and carried out regarding the safe use and storage of the weapon while it is on school premises. Violation of this policy is classified as a felony, the violation is to be reported to law enforcement authorities without prior warning to the violator, and all weapons deemed to have been brought on school property illegally, knowingly or unknowingly, are to be seized by law enforcement authorities and destroyed.

LB 988 further requires all school personnel to immediately report to law enforcement authorities any and all violations of the weapons law. Failure to do so may result in charges of being an accessory to a felony.

Federal law requires that a student who brings a firearm onto school grounds be expelled from school for a year. As per Nebraska State Legislative action in 1995, state law supports the federal law providing that any student who violates this policy shall be expelled for two semesters.

## **Birthdays (Deliveries & Invitations)**

Deliveries to students of flowers and/or balloons are discouraged due to latex & seasonal allergies, bus regulations and students will not receive delivery until after the school day ends.

Invitations: Invitations for home parties can be distributed at school only if the ENTIRE group of boys and/or girls is invited in a given class.

## **Breakfast/Lunch**

Johnson-Brock is a closed campus and all students are required to remain on campus during the school day. The “competitive foods” regulation of the Nebraska Department of Education limits the type and extent of food that may be brought into the school during breakfast & lunch hours. Students are not dismissed to go home for lunch, or to bring in a lunch from another vendor. Personal lunches packed at home are allowed.

Johnson-Brock Public School provides a breakfast and lunch program for all students. All student lunches should be paid for in advance and **NO STUDENT WILL BE ALLOWED TO CHARGE IN EXCESS OF \$10.00.** Grades 7-12 lunch money can be turned in to the principal's office in the designated receptacle. Guardians and students can check on lunch accounts by accessing PowerSchool.

During meals, students are expected to conduct themselves in a safe and orderly manner. Each student will use their lunch I.D. to verify meal purchases from their account. Students will remain in the cafeteria until the meal is finished. Food should not be taken out of the cafeteria. No student will leave the cafeteria without adult approval and students will only use the restrooms nearest the cafeteria.

## **Building Access**

All students are allowed to enter the building at 7:30am each day and should depart by 3:40pm, unless they are involved in a scheduled before or after school activity or event. Students who are in the building after-school hours must have an adult sponsor who is responsible for their well-being and activity. All students are required to enter and exit through the front doors, unless instructed to do otherwise by a teacher/administrator. While school is in session the doors will be locked and anyone who wants to gain access must be buzzed in.

## **Buses and Transportation**

The school bus is to be used for transporting students to and from school. A school bus may be used to transport students to activities and will always depart from and return to the school. The same conduct will be expected on the bus as is expected in the classroom. While riding the bus, all students will be considered attending school with all the rules and regulations. **FAILURE TO OBSERVE THE RULES COULD ENDANGER THE SAFETY OF THE BUS PASSENGERS AND MAY RESULT IN LOSS OF PRIVILEGE TO RIDE THE BUS.** Bus drivers are instructed to report severe discipline problems to the Superintendent or Principal. Students who ride the bus may not leave school grounds before or after school as they are considered at school as soon as they step on the bus.

### **The following will utilized for bus infractions:**

- 1<sup>st</sup> Offense – Warning – Phone call to parents.
- 2<sup>nd</sup> Offense – Suspended from bus privileges for 1 week.
- 3<sup>rd</sup> Offense – Suspended from bus privileges for 1 month.
- 4<sup>th</sup> Offense – Suspended from bus privileges for the rest of the school year.

Students will not be allowed to ride different buses and routes. At the beginning of the school year each student will be placed on a route in which they will be picked up and delivered each day. Special request to take students to different destinations will not be allowed. If students are to be picked up the school must be notified by 3:00pm. Please do not show up at 3:30 and take your child(ren). Safety of your student is a priority and late notices or removing your child(ren) from the bus without notification increases the likelihood that a student would be missed.

- The bus driver may assign seats for the entire bus.
- Student should be on time to meet the bus; students who are late to the bus stop may be left.
- Students will not be allowed to load the bus without the proper shoes and during cold weather proper clothes (no shorts) and a proper coat.
- Balloons are not allowed on the bus.
- Guest riders will not be allowed on the bus.
- Food or drink will not be allowed on the bus during the morning and afternoon routes unless approved by the bus driver in advance.
- Music players with headphones may be used with driver approval.
- It is the responsibility of the sponsors to check the bus for forgotten items and trash upon return from a school sponsored activity.

### **Cars and Parking**

Students may park in the school parking lot on the Northwest corner of the school property, in the city park north of the school, along westbound 4<sup>th</sup> street at the northwest corner of the schoolyard, or they may park on both sides of the street south of the Legion Building. Parking on the west side of the school is permissible on the west side of the street. The above provides adequate space for student parking, so students are discouraged from parking on Main Street so as not to interfere with Johnson business parking.

Reckless driving on the streets bordering school property is a threat to the safety of J-B students. All school personnel will advise the administration in regard to any reckless driving that occurs during school/activity time.

Students are not allowed to drive or be at their vehicle while school is in session without administrative approval.

### **Cell Phones and Electronics**

The use or display of personal cell phones is prohibited during the in-session school day except assigned lunch times unless specifically authorized by a classroom teacher or school administrator. Use or display of personal cell phones is prohibited at all times in locker rooms. Students may not be using cell phones or electronic devices during class time. Students are personally responsible for the security of their cell phones and pagers. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

The first violation will result in confiscation of the phone/device and return to the student at the end of the day. The second violation will result in confiscation and return of the phone/device only to a parent or guardian. Students who bring a cell phone/device to school are consenting to have the cell phone searched by administration, law enforcement, and or any other authority the district deems necessary.

Students on the ineligible list will lose cell phone privileges for the duration of their time on the list. The student should turn their phone in to the designated home room teacher or main office at the beginning of each day.

Students in grades PreK-8 will not be allowed to use their cell phones at school unless otherwise directed by a teacher or administrator. Cell phones should either be left at home, placed in a book bag, or left in a students' locker.

### **Child Abuse or Neglect**

Because of their daily contact with school-age children, educators and other employees are in a unique position to identify abused and/or neglected children. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly

punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

### **Classes and Schedules**

Students are scheduled for classes that allow them to make progress toward graduation, and the classes are taken in a sequence which builds academic knowledge and skill. Changes in class schedule require the approval of the teachers involved, parents, guidance counselor and principal. Some changes may not be possible until the end of the quarter or semester.

### **Closed Campus**

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult.

### **College Visits**

Juniors and seniors are allowed to make college visits; special sign out sheets for *College Visits* are available and which require a parent signature. If students return to school with a signed *College Voucher* students will not be counted absent as their absence will be treated as a school activity. Only two such absences will be allowed per school year and are subject to verification by the principal.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. Guidelines for extremely communicable childhood illnesses include:

Chicken Pox – Until all the blisters have dried into scabs; about six days after the first rash (pox).

Conjunctivitis, Viral & Bacterial (pink eye) – Until at least a full 24 hours after treatment begins.

Hand, Foot & Mouth – Until the fever is gone and the child is well enough to participate in normal daily activities (sores may be present.)

Impetigo – Until sores are healed or can be covered with bandages, or until the child has been treated with antibiotics for at least a full 24 hours.

Head Lice – Until the first treatment is completed and no live lice, nits or cases are seen. Parent/guardian must bring in either the label or a copy of the label of the substance they are using to treat the head lice.

Measles – Until four days after the rash appears.

Mumps – Until swelling of salivary glands has subsided. At least 7 days.

Pertussis(whooping cough) – Until five to seven days after antibiotic treatment begins.

Ringworm – Until after treatment has started and area must be covered.

Strep Throat – Until at least a full 24 hours after antibiotic treatment begins.

Scarlet Fever – Until at least a full 24 hours after antibiotic treatment begins.

***Students who are unimmunized can be excluded for the duration of the incubation period of a disease.***

### **Community Service**

Nebraska Statute 79-7245.3 requires students to become engaged in civics. As a result of that law, the following community service hours are required for graduation at Johnson-Brock. 50 total hours must be completed by the last day of a student's senior year of high school. Students are encouraged to distribute the hours over the course of a high school career or may choose to complete all 50 hours in one academic year. Below it has been broken down for a guide in order to accomplish 50 hours during 4 years of high school. Freshman – 5 hours, Sophomores – 10 hours, Juniors – 15 hours, and Seniors 20 hours.

### **Computer Use**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### Acceptable Internet Use:

- Conducting research assigned by teachers.
- Conduct research for classroom projects.
- Gain access to information about current events.
- Conduct research for school-related activities.
- Appropriate educational purposes.

#### Unacceptable Internet Use:

- Gaining access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Engaging in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- Accessing chat rooms, instant messaging, or other forms of direct electronic communications on school computers other than the Google account set up for them through the school.
- Participating in on-line auctions, on-line gaming or mp3 sharing systems.
- Disclosing personal information, such as their names, School, addresses, or telephone numbers outside the school network.
- Commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- Publishing web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- Erasing, renaming or making unusable anyone else's computer files, programs or disks.
- Sharing their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- Copying, changing or transferring any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- Writing, producing, generating, copying, propagating or attempting to introduce to 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, but is not limited to, a bug, virus, worm, or Trojan Horse.
- Configuring or troubleshooting computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Taking home technology equipment (hardware or software) without permission of the system administrator.
- Forging electronic mail messages or web pages.

#### Enforcement

The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

The district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student access a site with legitimate educational value that is wrongly blocked. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

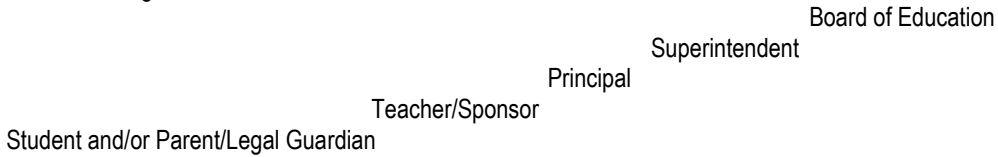
#### Violation Consequences

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in a loss of computer privileges; short-term suspension; long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and other discipline as school

administration and the school board deem appropriate. Students who use school computer systems without permission and for non-school purpose may be guilty of a criminal violation and will be prosecuted.

### **Conflict Resolution**

The Johnson-Brock School philosophy in dealing with problems is that a problem should be solved as close to the source as possible. The chain of command in which a student, parent, or legal guardian should pursue a concern is diagrammed below.



### **Dances**

Junior high dances are for grades 7 & 8; only Johnson-Brock students who are in the junior high school may attend these dances. No outside guests are allowed at junior high dances.

High school dances are for students in grades 9-12. For high school dances, guests from outside the area may attend as cleared in advance by school policy and practice. Students in grades 7 & 8 and adults over 20 years cannot attend as guests of school students. Students may bring only one guest to dances.

Dress codes will be established for those attending and student behavior standards apply to all participants, whether they are school students or guests. The behavior of guests is the responsibility of the Johnson-Brock student who issued the invitation. Participants who leave a dance will not be allowed to return. Parents may be contacted for early departure. There may be collaboration with law enforcement to insure a safe environment for these student activities.

### **Dating Violence**

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

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

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

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

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

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



requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

### **Directory Information and FERPA**

Parents/guardians are asked to fill out emergency contact forms at the beginning of each school year. This information is entered into a database and used when parents/guardians need to be reached. It is important to your children that we have your current address and telephone number. Please inform the school office when you are planning to move within or from our school district or if any contact information changes.

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and Grade
- Photo
- Address
- Date and Place of birth
- Dates of attendance

*Directory information does not include a student's social security number.*

### The Family Rights of Privacy Act (FERPA).

Any student currently registered in school, his or her parents, guardians, teachers, counselors, or school administrators shall have access to the student's records unless such student has attained the age of eighteen whereas the parent or guardian must obtain the student's documented consent or written permission to access the records. No other person(s) shall have access to the student's records except as prescribed by law.

School personnel shall keep in confidence personally identifiable information that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law. Authorized representatives of the United States, State, or Local agencies auditing personnel may require access to student records in accordance with the enforcement of legal requirements that relate to specific programs and the collection of data. Upon request, student file information shall be sent to another primary or secondary school in the case of student transfer at no cost to the student. Student files and records shall be retained in a protective facility within the school building.

Certain student directory information may be disclosed without written consent. Directory information is not generally considered harmful or an invasion of privacy, if released. The primary purpose of directory information is to allow the school district to include information from the student's educational records in publications such as but not limited to activity programs, yearbook, academics honors, awards, and presentations, news media reports of the same, class ring representatives, graduation programs and announcements or any other lawful disclosure.

Military recruiters, upon request, shall be provided with three categories of student directory information, i.e., names, addresses, and telephone numbers ***unless the parents of the student have advised the local school district that they do not want their student's information disclosed to military personnel without prior written consent.***

### Disclosure-Written Consent

Requests for former student record information must be in written form other than a transfer to another primary or secondary school. A former student may personally request a copy of their record or personally request that it be sent to another agency. An agency or educational institution may submit a request signed by the student whose record is being requested.

## **Dress Code**

Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others: that violates any statute; that interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy. This policy extends to any school-sponsored activities as well.

Students are prohibited from wearing the following attire:

1. Clothing or jewelry with profane wording or pictures
2. Clothing or jewelry that displays drugs, alcohol or tobacco
3. Clothing or jewelry that displays nudity, makes sexual references or carries a double meaning
4. Clothing that shows cleavage or midriffs
5. Clothing with spaghetti straps
6. Clothing that exposes underclothes or excessive skin either by sagging or because of holes
7. Shorts or skirts shorter than fingertip length
8. Pajama pants
9. Overcoats
10. Gang-related clothing or jewelry
11. Caps, bandannas or hats
12. Clothing or jewelry that could cause damage to students or school property
13. Hair that causes a distraction in the school setting
14. Extreme make up or face paint
15. Facial piercings
16. Bare feet

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by la18w. The Principal or Superintendent will make the final decision regarding attire and grooming. On a first offense of the dress code, the student may call home for proper apparel or may wear alternative provided apparel. If clothes cannot be brought to school or the student refuses provided clothing, the student will be assigned to in-school suspension for the remainder of the day.

## **Drugs/Alcohol/Tobacco**

The School District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The School District's safe and drug-free school program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. By this handbook, each student of the School District is hereby provided a copy of the standards of conduct for student behavior in the School District.

The manufacture, possession, selling, dispensing, use or being under the influence of:

1. alcohol or any alcoholic beverage or alcoholic liquor
2. any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant
3. any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, body sprays, and reproduction fluid
4. any look-alike drug or look-alike controlled substance

on school grounds, or during an educational function, or event off school grounds, if there is a substantial interference with school purposes, is prohibited. It shall further be the policy of the School District that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the School District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students and that drug and alcohol abuse is wrong and is harmful both to the student and the School District, and its educational programs. The use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse is encouraged.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may only be used by students if given by a medication aide trained staff member employed by the school district using the procedures and protocol in this handbook.

Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

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

### **Dual Credit/Early Entry**

These classes are traditional courses that can be used for college credit through Peru State College with the payment of tuition. Classes currently available are Government 11, Accounting I, American History, English 12, Calculus, Sociology and Psychology. Students have the option of taking these classes for high school credit, college credit or both. If taken for college credit only the grade is excluded from GPA and honor roll.

Seniors can be released for college at the end of the fifth period if they meet the following conditions:

1. The student must make a written request signed by the parent to the Principal.
2. The student must be making normal progress toward meeting all graduation requirements.
3. The student must have a clearance sheet with the signed approval of the Principal, Superintendent, and the Guidance Counselor.
4. The student must have made preliminary plans through the guidance office. The student will then be excused upon registration.

### **Eagle Assist/Late Work**

Eagle Assist is a one hour homework assist program that gives the student the opportunity to make up missing homework or work on improving their grade. Students who fail to turn in homework on time are required to participate in a homework assistance session. Homework assistance will be Wednesdays starting at 3:35pm

and will last until student completes all missing work. Students who do not report to Eagle Assist will be disciplined according to Discipline Levels. Failure to report on Wednesday will result in Lunchroom Lockdown for a week and student will report to the next Wednesday assistance session.

Johnson-Brock enforces a zero tolerance late work policy. Faculty will enter a zero grade for missing work so that the student can see how that missing assignment is affecting their grade. Students who are attending a homework assistance session or are in Lunchroom Lockdown will be asked to turn over their phone to the supervisor.

### Early Graduation

A ninth semester senior may request permission for mid-year graduation if all graduation requirements have been met. The student's written intentions must be filed with the Principal before the last day of the first nine-week period.

### Emergency Drill/Procedures

Johnson-Brock Public School practices the plans for Emergency Exit system, Tornado Warning System, and Incident Response. All drills are held as required by law through the school year. Each classroom has a map showing the proper exit to use and the proper place to take cover.

Fire Drill: An average of one fire drill will be held per month during the school year. Students shall walk from the building in an orderly file according to the following arrangements:

Band Room/Weight Room/Science/Nurse .....	Northwest exit of high school
Rooms 203 & 204 .....	Northwest exit of high school via fire escape
Rooms 201 & 202 .....	57 Building West Exit
Distance Learning Room .....	57 Building West Exit
Cafeteria & Stage .....	South old gym Exit
PK 3, Room 107 .....	South Exit
Kindergarten, PK 4, Room 102, 103 .....	Main Entrance of High School
Rooms 104, 105, 106, Industrial Tech .....	East Exit
Library & Title I .....	West Exit of elementary
Grades 1, 5 & 6 & Elementary Sped .....	Southeast Exit of elementary
Grades 2, 3 & 4 .....	Northeast Exit of elementary
Grades 4 & 5 & Gym/Physical Education Classes .....	West Exit of elementary

On hearing the fire horn, move quietly to the assigned exit in single file. Once outside the building, continue to move away from the building so that all students will have room to exit. Once on the sidewalk by the curb, go down the sidewalk.

Tornado Drill: Tornado drill will be signaled by the **Emergency Tone**. Teachers are to take their classes to the area designated below. Everyone is to sit on the floor, cover his or her head and wait for the all clear announcement.

PK 3, PK 4, Kindergarten .....	Locker Room under stage
Rooms 102, 103, 107 .....	Locker Room under stage
Cafeteria, Coaches Office & Stage .....	Locker Room under stage
Rooms 201, 202, 203 & 204 .....	Basement Storage Area
Distance Learning Room .....	Basement Storage Area
Music and Weight Room .....	Basement Storage Area
Industrial Tech, Secondary Sped & Pre-Schools .....	Old Shop
Grades 1, 2 & 3 & Elementary Sped .....	South New Locker Room
Grades 4, 5 & 6, Library & Title I .....	North New Locker Room
Gym/Physical Education Classes .....	North New Locker Room

Go immediately to your designated area; disregard windows and property.

Lock-Down: Lock-down will be rehearsed from time to time at the discretion of the administration. An announcement will be made over the inter-com. Classroom doors will be locked and students will not be allowed to leave the classroom. Students will be seated on the floor out of the line of sight away from windows and doors until further notice. Everyone in the building will remain in lock-down until the proper announcement is made.

### **Enrollment of Students**

A child is of mandatory attendance age if the child will reach six years of age prior to January 1 of the school year and has not reached eighteen years of age. Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age shall cause such child to attend regularly a public, private, denominational, or parochial school each day that such school is open and in session, except when excused by school authorities, unless such child has graduated from high school.

Birth Certificate: Upon enrollment of a student for the first time in a public school district the school of enrollment shall notify in writing the person enrolling the student that within thirty days he or she must provide either (a) a certified copy of the student's birth certificate or (b) other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. If a parent or guardian fails or refuses to provide either form of documentation, the school must notify the parents of guardians in writing that "unless he or she complies within ten days the matter shall be referred to the local law enforcement agency for investigation."

Immunizations: The school board of each school district shall require each student to be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to enrollment. Any student who does not comply with this section shall not be permitted to continue in school until he or she so complies.

The requirement is waived if a student's parent presents either of the following:

- (1) A statement signed by a physician, physician assistant, or nurse practitioner stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household;  
or
- (2) An affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

During enrollment all parents/guardians are provided with information about health care coverage.

Physicals/Eye Exams: All students who are enrolling in school for the first time or are from out-of-state must have a physical and eye exam given by a medical doctor. The requirement of a physical examination and eye exam may be waived if the student's parent or guardian objects in writing.

Kindergarten: Except for the following reasons, the district shall not admit any child into the kindergarten of the school district unless such child has reached the age of five years on or before July 31 of the calendar year in which the school begins.

The board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that

1. the child attended kindergarten in another jurisdiction in the current school year;
2. the family anticipates relocation to another jurisdiction that would allow admission within the current year, or;
3. the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board of education. A recognized assessment procedure for

determining if a child is capable of carrying the work of kindergarten is in place and shall be updated as deemed appropriate by the board of education.

Pre-School: Any child who is not legally age-eligible for Kindergarten, but has reached the age of three or four years by July 31 of the current school year may attend pre-school.

New student enrollment will take place early in August each year; the date is published locally and on our website at <http://www.johnsonbrock eagles.org/>.

Students shall be admitted to the school district who are legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free; approved for option enrollment pursuant to policy; approved as a foreign exchange student pursuant to policy; or legal residents of a district that has contracted with this district for their educational services. Students who are statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy 5002.1 or out-of-state students who have been rolled pursuant to policy 5002.2 shall be admitted to the district.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that is in the best interest of the student not to attend his or her district of residence.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

### **Expelled Students**

The administration shall not enroll any student during the term of any known expulsion of the student from any public school in any state unless the board of education has approved the enrollment by a vote of a majority of the members of the board. The district shall not enroll any student during the known term of any expulsion of the student from a private school for an offense for which expulsion is authorized for a public school student unless the board has approved the enrollment by a vote of a majority of the members of the board. This policy does not require the board to take a vote on the enrollment application of any such student.

### **Extra-Curricular Eligibility**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation.

At Johnson-Brock extra-curricular activities are those in which a student participates, but does not receive a grade. These requirements apply to participation in all extra-curricular activities sponsored by the school where in students in grades 7-12 make a public appearance. Students may participate in practice sessions.

Faculty members are required to have grades entered into PowerSchool by noon each Monday; a minimum of 3 grades per week. The Principal will run eligibility reports beginning on the Monday of the fourth week after the start of each semester; reports will be run each week thereafter. A student with a non-passing grade in any class shall be ineligible to participate in all extra-curricular activities. A student who is ineligible will remain ineligible for the remainder of that week. **Students who are ineligible will also attend Eagle Assist on Wednesday from 3:35-4:30 p.m.**

Additionally, a student in grades 9-12 not passing 20 semester hours or more of high school academic subjects for a semester will be ineligible during the entire next semester.

### **Extra-Curricular Letter Awards** (*Lettering Criteria*)

Extra-curricular activities include all athletic contests and events; academic-based organization activities (i.e. FBLA, FFA, Science Olympiad, NHS, NHD, Student Council, etc.); and events such as Homecoming and Prom.

#### Band and/or Choir

2 semesters of participation in current school year, participate in ALL performances AND COMPLETE FIVE (5) OF THE FOLLOWING:

1. Audition for All – State (if selected, automatic letter)
2. Solo or small ensemble @ District Music Contest (If Superior rating is earned, all involved will letter)
3. If the concert band receives a superior rating in a contest setting all members shall receive a letter
4. Drum Major
5. Have a positive attitude towards group and its goals
6. Attend a musical and write a one page review (Provide proof; ie program or letter from guardian)
7. Write a one page review of one of our concerts
8. Individual Music Lessons (Piano, guitar, etc.)
9. Participate in all fundraisers
10. Directors discretion

Return Directors checklist no later than April 1.

#### Boys Basketball

Play in a number of varsity quarters, equivalent to one quarter per contest and finish the season in good standing. Coach's discretion.

#### Boys and Girls Track

Athletes must finish the season in good standing and place (first through sixth) in a major varsity meet.

Coach's discretion.

#### Cheerleading

Participate in practices and games and finish season in good standing. Coach's discretion.

#### Football

Play in 50% of all quarters and finish the season in good standing. Coach's discretion.

#### Girls Basketball

Play in a number of varsity quarters, equivalent to one quarter per contest and finish the season in good standing. Coach's discretion.

#### One-Act Play Production

Contribute to the team placing in the top 5 in a major competition, as well as earning a Superior rating as an active participant during the season.

#### Power Lifting

Individual consideration must be given: Improve in all core lifts of power lifting (squat, bench, dead lift) and compete in a power lifting meet. Coaches discretion.

#### Rodeo

Athletes must finish the season in good standing, compete in "Short Go" and be in the Top 15. Discretion of Rodeo Association.

#### Science Olympiad

Compete at every regional and state competition for four years or place in the top three at State in official (non-trial) events.

#### Speech

Must place in the top six at a speech meet and/or contribute to a first or second place team finish in a major meet as an ACTIVE participant throughout the course of the ENTIRE season.

#### Student Managers

Student manager letters are given to students who perform the duties of such and are in attendance at all practices and contests, which are mandated by the coach.

#### Trapshooting

Must be in good standing and complete at least one of the following three options: (1) compete in 5 of 6 meets; (2) medal in a meet; (3) break a run of 25.

## Volleyball

Must play in 1/2 of varsity matches and finish the season in good standing. Coach's discretion.

## **Food, Candy & Beverages**

Any additional food/beverage offerings in all grades will not be allowed due to the new Wellness Policy. The state has mandated that each school develop a policy. The school lunch program is part of this policy and all foods/beverages consumed during the day must meet these guidelines. Stimulant drinks (i.e., 5-Hour Energy, Monster) are prohibited. Water may be carried to classrooms in transparent containers only. The administration may authorize other beverages for medical purposes.

Elementary Celebrations (birthdays, Halloween, Christmas, Valentines, etc.): The state allows the school to set aside one event per semester as an exception to the Wellness Policy. Therefore, only one event per semester will be unregulated. The Wellness Committee suggest substituting party favors, whole juice, fruit, pretzels or other healthy snacks for all other celebrations.

Secondary: Any food/beverage made available to students during the school day by sale or distribution must meet the wellness guidelines. The state allows one exception to the rule per semester to be determined by administration.

## **Foreign Exchange Students**

The school district may accept a foreign exchange student on a non-tuition basis if the student is sponsored by an organized exchange program that is acceptable to the board of education, approved for enrollment, and resides with a host family that lives within district boundaries. Foreign exchange students who are accepted and enrolled will be subject to all policies and regulations governing the conduct and behavior of resident students.

## **Free Expression by Students**

The board of education is responsible for providing a program of education for students in this district and is authorized to preserve order so that the system may function properly. Under the United States Constitution, students are entitled to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the education program.

Students are prohibited from engaging in any willful activity that interferes with the orderly operation of the educational program or offends the rights of others. The board specifically prohibits any assembly or public expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial to an ethnic, national, religious, or racial group or to either gender; advocates the use of substances that are illegal to minors; incites violence or urges the violation of law or school rules. Violators will be disciplined in accordance with law and board policy; staff members who assist students in improper conduct are subject to disciplinary measures.

The building principal is responsible for identifying and resolving disruptions in any school building and may summon law enforcement officers as deemed necessary.

## **Grades**

In the event of unavoidable absences a student should complete any work within 5 days after the quarter ends to avoid an incomplete grade. An incomplete grade will render the student ineligible for honor roll. Teachers have 7 days after the quarter ends to enter all grades. Grade verification process will be on day 8 & 9. Grades will be finalized and Honor Roll will be processed 2 weeks/10 school days after the end of the quarter. Grades for each quarter or grading period will be available on PowerSchool. Report cards will be mailed to parents who request it due to unavailability of internet.



Grade 7-12 percentage grading system:

- A ~ 93-100
- B ~ 86-92
- C ~ 78-85
- D ~ 70-77
- F ~ below 70
- I ~ Incomplete\*

All students in grades 7-12 will receive classroom readiness/study skills points totaling not more than 5% or less than 10% of their total grade in each class. This would include bringing all required materials to class, participating in discussions or activities, minimum number of times out of the classroom. leaving their study area neat and clean. etc.

Final tests will be given in all high school classes at the end of each semester and count 10% of the student's final semester grade. (1<sup>st</sup> quarter-45%; 2<sup>nd</sup> quarter-45%; 3<sup>rd</sup> quarter-45%; 4<sup>th</sup> quarter-45%; and final test-10%).

Grades 3-6 percentage grading system:

- A ~ 93-100
- B ~ 86-92
- C ~ 78-85
- D ~ 70-77
- F ~ below 70
- I ~ Incomplete

Grade 2 grading system:

- |                     |                              |
|---------------------|------------------------------|
| S+ ~ Satisfactory + | P ~ Progressing              |
| S ~ Satisfactory    | P- ~ Progressing-            |
| S- ~ Satisfactory-  | N ~ Needs Improvement        |
| P+ ~ Progressing +  | / ~ Skill not yet introduced |

Grades K-1 grading system:

- S ~ Satisfactory
- P ~ Progressing
- N ~ Needs Improving
- / ~ Skill not yet assessed

Music & PE For grades K-6:

- 1.....Beginning
- 2.....Progressing
- 3.....Proficient
- 4.....Advanced
- No Mark.....Skill not yet introduced

**Graduation Requirements**

Each student shall clear the record of disciplinary action, payment of fees, return all equipment belonging to the school, pay all dues and fines, and complete all assignments before he/she is recommended for graduation.

To graduate, a student must successfully complete a minimum of 250 semester hours of credit in grades 9-12. At least 160 hours must be from the core curriculum. Each student is expected to successfully complete course work in each of the areas listed:

1. LANGUAGE ARTS - 45 Semester credits - must include English 9, English 10, English 11, English 12, Speech (one semester). A minimum of two semesters of English is required each year. Testing and scheduling may determine placement in English. If a student is in both English and Language Arts, the Language Arts credit will be as an elective.
2. SOCIAL STUDIES - 30 Semester credits - must include Government, American History, and Social Studies Elective.
3. MATHEMATICS - 30 Semester credits – one semester of Algebra required.
4. SCIENCE - 30 Semester credits - must include Physical Science, Biology & Science Elective.
5. PHYSICAL EDUCATION AND HEALTH - 10 credits - must include PE I
6. BUSINESS - 15 credits - must include Information Technology I & II and Personal Finance.

**Gym Shoes**

During Physical Education Classes/Recess in the gym all students are required to have a separate pair of **clean** gym or court shoes.

**Hallway Passes**

When student movement during classes is limited, increased learning and increased safety are the result. Students should use the rest room and get all materials needed between classes. No use of student passes is

the goal for teachers and students to maximize instruction and minimize supervision concerns. Students who must leave the classroom will have their signed Student Planner in hand from the supervising teacher.

### **Head Lice**

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

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. Parents must bring in a label or a copy of the label of the substance they are using to treat the head lice. The student cannot ride the bus until the district has cleared the student to return to school.

### **Homeless Students**

The school district, insofar as is possible, will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of the school to remove barriers to the enrollment and retention of homeless children and youth in the school district.

The district's homeless liaison is the Principal. Students in homeless situations who require assistance can contact the liaison by phone or in person at the school.

### **Honor Roll**

An honor roll will be published for the first quarter, first semester, third quarter, and second semester. To be eligible for honor roll a student must be a full time student. There are two levels of Honor Roll - High Distinction and Distinction.

High Distinction: a student must have a G.P.A. of 94.5 or above with all A's and 1 B (except Calculus).

Distinction: a student must have a G.P.A. of 89.5-94.4 with no grade lower than B (except Calculus).

G.P.A. and Honor Roll are based on the student's grades in academic classes that meet five periods a week in the mainstreamed classroom. The following classes do **not** count toward G.P.A. or Honor Roll: physical education, driver education, band, choir and health (students who are in both band and choir will qualify to have 'music' count toward their G.P.A.)

### **Illness**

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school. A student will be excluded until they are fever free for 24 hours (without medications) and is well enough to participate in normal daily activities.

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where the parents or a responsible adult can be located, and any necessary emergency instructions.

## **Immunization Requirements**

Students from Pre-School through 12<sup>th</sup> Grade, including transfer students from outside the State of Nebraska and any foreign students:

- 3 doses of DTP, DTaP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday
- 3 doses of Polio vaccine
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by one month or more.
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. IF the child has had varicella disease, they do not need any varicella shots.

Additionally, for 7<sup>th</sup> Grade Only:

- 1 dose of Tdap (must contain Persussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Any 2-5 year-olds enrolled in a school-based program not licensed as a childcare provider will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.
- 3 doses of Hepatitis B vaccine
- 1 dose of MMR or MRRV vaccine given at or after 12 months of age
- 1 dose of Varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- or 1 dose of pneumococcal given on or after 15 months of age

Students must show proof of immunization upon enrollment in Johnson-Brock Public School; any student who does not comply with this policy shall not be permitted to continue attending school. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Immunization shall not be required if the student's parent or guardian submits: a statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household or an affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

Students who are exempted from the immunization requirement may be excluded from school in the event of a disease outbreak.

## **Initiations**

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization.

## **Insurance**

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained

while participating in athletics or other extracurricular activities. Information about student insurance providers will be made available to students.

### **Lockers and Locks**

Each student in grades 7-12 will be assigned a locker. Lockers are the property of the school district and students are allowed to use them free of charge. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

For the purposes of gathering homework for students who are ill, students should only use the locker they are assigned. Key locks are allowed as long as an extra key is provided to the Principal's Office.

### **Lost and Found**

Students who find lost articles are asked to take them to the office, where the owner can claim the articles. If articles are lost at school, report that loss to office personnel. Unclaimed articles will periodically be placed in the cafeteria for reclaiming. Articles further unclaimed will be donated to charity.

### **Married and/or Pregnant Students**

Students who are married and/or pregnant are encouraged to continue with their formal education, and will be allowed to stay in their school placement if they so desire.

### **Medication**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act and all state and federal regulations. Please do not send medications to school for your child to take on their own. All prescribed medications will be dispensed from the office. All medications, even over-the-counter medications, should be in their original container and be turned in at the office.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### **Money-Raising Activities**

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the administration's prior approval. One fund raiser per semester is allowed per organization or class.

### **Multi-Tier System of Support**

Multi-Tier System of Support (MTSS) is a term used to describe the process of how schools go about providing support for each child in their building to be successful and the process and tools teachers use to make decisions. MTSS is designed as a way for schools and districts to assure four things happen in a coordinated way:

1. Students who need additional support are identified early
2. Students identified as needing more support are provided support targeted at their specific needs using evidence-based instructional programs or strategies
3. Student progress is monitored frequently to track progress
4. Teachers and schools use data to change the path when needed and they have a formal system of support to assist with these changes

Students will be assigned to particular classes and sections to accommodate the instructional strategies that will meet their educational needs.

### **National Honor Society**

The National Honor Society chapter of Johnson-Brock Public School is a duly chartered and affiliated chapter of this prestigious national organization. Standards for selection to the National Honor Society of Johnson-Brock School are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school each fall.

Students in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of at least 3.5. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. Members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership using a 0-4 scale.

Candidates are notified regarding selection or non-selection within one week of the vote made by the Faculty Council. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year and participation in the chapter service projects.

A student may be disciplined/dismissed from the NHS by action of the Faculty Council upon a determination by them that the student did not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection:

Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction.

Post-Induction Conduct. GPA falls below 3.5, Flagrant violation of school rules as listed in the student handbook, Flagrant violation of civil laws.

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

### **National School Lunch/Breakfast Program**

The superintendent shall be the administrator of school lunch program which shall be in accordance with state and federal guidelines. The Johnson-Brock Public School participates in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The school will send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

***Non-Discrimination Statement: If parents/guardians believe they have been treated unfairly, they may file a complaint of discrimination, by writing USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.***

### **Non-Traditional Enrollment**

#### Special Students

Students who have attained the age of 16 years may apply to the Principal to be recognized as a “special student.” Circumstances revolving around a student being classified as a special student need to be approved by the parent/guardian and the Superintendent. Then the student may attend classes of his/her choice so long as the credits earned are accumulating towards the high school diploma. The student shall participate in NO student activities and will receive NO student privileges. However, during the hours that the student is in school; the student shall abide by all student rules. Such status or classification may be removed at any time that a student fails to cooperate with school officials.

### Part-Time Enrollment

Part-time students may enroll with the board’s/administration’s permission if they complete all paperwork in a timely fashion and are in attendance no later than a date determined by the board/administration part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

A student may be permitted to enroll on a part-time basis when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements.

### **Option Enrollment**

Only parents and legal guardians may apply for option enrollment of students. Option students are nonresident students who have chosen to attend the school district under the provisions of the Enrollment Option Program. Students may choose not to attend their district of residence (the school district in which a student resides) and apply for enrollment in an option school district (the school district that a student chooses to attend, other than his or her resident school district).

The parents or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education, the other affected school district and the State Department of Education for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district’s business office.

On or before April 1, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district, the resident school district and the State Department of Education, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via registered mail to the address listed on the option application.

The board of education authorizes the superintendent of school to make decisions on its behalf in determining whether to grant or deny option enrollment applications.

The board of education may provide transportation services for option-enrollment students on a case-by-case basis.

### **Outstanding Athlete Award**

This award will be given to one female senior and one male senior. The award will be an accumulation of points inclusive of grades 9-12. In the case of a tie in points, two recipients will be named. The point system to be used for each NSAA sanctioned sport: (Football, Volleyball, Basketball, Powerlifting & Track)

#### TEAM SPORTS (FB, VB, BB):

Participant 1 Point  
Point

#### INDIVIDUAL SPORTS (TR):

Participant 1

Letter Winner Points	3 Points (excludes student managers)	Letter Winner	3
All-Conf. (1 <sup>st</sup> Team) Points	4 Points	State Qualifier (Indiv.)	2
All-Conf. (2 <sup>nd</sup> Team) Point	3 Points	State Qualifier (Relay)	1
All-Conf. (3 <sup>rd</sup> Team) All-Conference (H.M.)	2 Points 1 Point	Academic All-State	1 Point
All-State (1 <sup>st</sup> Team) All-State (2 <sup>nd</sup> Team)	4 Points 3 Points		
All-State (H. M.)	2 Points		
Academic All-State	1 Point		

A maximum of 12 points can be earned by an athlete in each sport during a given year. For example, if a player letters(3 Pts.), received 1<sup>st</sup> Team All-Conference(4 Pts.), and All-State(4 Pts.) recognition, as well as Academic All-State honors(1 Pt.), their total would be 12 points. Similarly, in track, if an athlete letters(3 Pts.), qualifies for state in all four of their individual events(2 Pts. each), and is Academic All-State(1 Pt.), their total would also be 12 points.

### **Parent Involvement in the Title I Program**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. Notification to the parent(s) or guardian of a student's eligibility to participate in the Title I program and assessment information under which the student has qualified.
3. An explanation of the details for the child's participation: curriculum objectives, type and extent of participation, and evaluations of progress. This information may be included in the annual Title Individual Education Plan (IEP) for the student.
4. Opportunities for parent training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference.
5. Communication to parents about student progress to be provided in the language used in the home. Responses to parents concerns will be provided in a timely manner.
6. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
7. Parents are involved in the planning, review and improvement of the Parent Involvement Policy and the Parent/Student/School Compact at our Annual Parent Meeting where they will be informed of the Building's Title I participation.

This policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be scheduled during the first quarter grading period. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

### **Perfect Attendance**

Students who have missed no school will be said to have perfect attendance.

## **Personal Property**

Students are asked not to bring personal property to school. The school and school personnel are not held responsible for any item brought from the home should any damage occur, or should that item be lost or stolen. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary keeping.

## **Physicals and Eye Exams**

Physical examination by a qualified health care provider must be provided by all incoming students in the beginner grade; students in seventh grade; and all out-of-state transfer students. Evidence of the physical examination must be dated no more than six months prior to entrance or within sixty days after enrollment. If the student's parent(s) or guardian(s) object to a physical examination, they must submit a signed and dated refusal form to the school.

Sports physicals: Any student wishing to participate in athletics must have an athletic physical annually prior to participation or practice for any activity sponsored by the Nebraska School Activities Association. The physical must certify that the athlete has been examined and is physically fit for athletic participation for the current school year. Parents must also sign a Parent Permission Form allowing the student to participate in the activity.

Vision Screening: The parents(s) or guardian(s) of (1) all incoming students in the beginner grade and (2) all out-of-state transfer students must provide evidence of a vision examination by a qualified vision health care provider. They must provide evidence of the vision examination within six months prior to entrance. The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connect at (877)-NEB-KIDS or the Nebraska Optometric Association at (800)766-4466.

## **Plagiarism**

If a faculty member confirms that a student has committed plagiarism, the student must complete the assignment again under the instructor's supervision and lose 20% from their final grade for that assessment. For second and subsequent offenses, the student will be subject to the student disciplinary actions as listed in the handbook.

## **Pledge of Allegiance**

The Pledge of Allegiance to the United States flag will be made daily as part of an all-school observance of patriotism. Students and staff will either stand and recite the pledge, or stand or sit in a quiet respectful manner. According to Supreme Court rulings, students cannot be compelled to recite the Pledge, or punished for not doing so.

## **Press Releases**

All press releases regarding school-related activities and events must have administrative approval prior to being given to the media. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Photos of students that are approved by school administration may be posted on a school web page. Any group and individual photos of student at Johnson-Brock will NOT include student names.

Student names may be listed on school web pages to show their participation at school, district, and state events; on school sponsored teams, or organizations; or as involved in school authorized activities. No names



will be listed for upcoming events. For students in kindergarten through 8<sup>th</sup> grade, names will be listed as first name only. For students in 9<sup>th</sup> through 12<sup>th</sup> grade, first and last names can be listed.

### **Protection of Pupil Rights**

Student rights are protected under board policy 5015, which respects the rights of parents and their children and complies with the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB).

#### Surveys:

1. Surveys Created by a Third Party. A third party is a person or entity other than a district staff member or student; regardless of whether the student answering the questions can be identified; and regardless of the subject matter of the questions. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
2. Surveys Requesting Particular Sensitive Information. Sensitive information shall include political affiliations or beliefs of the student or the student's parent(s); mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations, or beliefs of the student or student's parents(s); or income (other than that required by law to determine eligibility for participation in a program), without prior written consent of the parent or eligible student.

No student shall be required to submit to a survey, analysis or evaluation that requests sensitive information. If survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

3. Survey Inspection Requests. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students. The principal shall respond to survey inspection requests without delay.

#### Invasive Physical Examinations:

1. Invasive physical examination means any medical examination that involved the exposure of private body parts; or any act during such examination that includes incision, insertion, or injection into the body; and does not include a hearing, vision or scoliosis screening.
2. Parents may refuse to allow their student to participate in 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.
3. This policy does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification; is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*); or is otherwise authorized by Board policy.

#### Collection of Personal Information from Students for Marketing:

1. Personal information means individually identifiable information including student's and parent(s)' first and last name; home or other physical address; telephone number; and/or social security number.
2. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
3. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing education services to students, such as post-secondary education recruitment;

military recruitment, tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and /or student recognition programs.

#### Inspection of Instructional Materials:

1. Instructional materials means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). Instructional materials does not include academic tests or academic assessments.
2. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
3. Curriculum inspection requests must be made to the building principal in writing.
4. Building principals shall respond to inspection requests within a reasonable amount of time.

#### Notification of Rights and Procedures:

1. The superintendent shall notify parents of this policy and its availability upon request from the office of the district; how to opt their child out of participation in activities as provided for in this policy; the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and how to request access to any survey or other material described in this policy.
2. This notification shall be given to parents at least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

#### **Protective and Safety Devices**

In accordance with safety standards, students participating in certain art classes, industrial technology classes, building construction classes and some science classes are required to wear school-provided protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course. The registration of a student for such course may be cancelled by the principal for willful, flagrant or repeated failure to observe the above requirements.

#### **Public Displays of Affection**

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 school day, and parents and student will need to meet with Administrator(s) and Counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

#### **Records**

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law. Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For the purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologist, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

### **Reporting Law Violations**

Cases of law violations or suspected law violations by students will be reported to law enforcement and to the student's parents or guardian as soon as possible.

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.

It shall be the practice of the Johnson-Brock Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

1. Knowingly possessing illegal drugs or alcohol.
2. Assault.
3. Vandalism resulting in significant property damage.
4. Theft of school or personal property of a significant nature.
5. Automobile accident.
6. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

### **Safety**

Johnson-Brock Public School seeks to provide students with a safe and orderly educational environment. Students should bring to school only those things that will help with getting classroom work done. School officials have the right to conduct searches of students and their property as well as school property in order to maintain a safe and orderly environment. Hallway and athletic lockers are the property of the school and may be examined at any time.

If school authorities believe a student may be in possession of a weapon, object or substance in violation of school policy, students will be asked to give the item to the administration. Student searches will be made by administrators only, and in the presence of two adults.

When students in grades PK-6 arrive at school, they should report to the cafeteria for breakfast or to the New Gym for Walking Club. Students in grades 7-12 will report to the cafeteria. All students are to stay in their designated area and are not to go to any other part of the building without permission. Students will be dismissed by bell to their first class.

When the final bell of the day rings, all students who are not involved in after school activities are to clear the building as soon as possible.

Parents/guardians are asked to fill out emergency contact forms at the beginning of each school year. This information is entered into a database and used when parents/guardians need to be reached. If any of your contact information changes please let the school know.

## **School Closing**

The Superintendent is authorized by the Board of Education to close school in case of severe weather. Local news media, parents/guardians, and employees will be notified of such closure by use of Allert Solutions 2. School closing will be announced on TV Channels 3 (KMTV) Omaha, 6 (WOWT) Omaha, 7 (KETV) Omaha, and 10/11 (KOLN) Lincoln.

Late Start: On mornings when school begins with a late start, all before school activities, meetings, etc. will be canceled. The students, parents, and teachers will be notified of a new date and time. In some instances, school may be closed, but personnel will be asked to report.

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

Parental Decisions: Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

What Not To Do: Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning when the local sirens are sounding. Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the news media.

## **School Visitors**

Adult visitors are welcome at school. During the day, all doors are kept locked, anyone seeking information or wishing to visit school personnel or students must report to the Main entrance to gain access. Visitors and students must be recognized and buzzed in. Office personnel will either summon students or staff to the office, or provide a pass for visitors to enter the instructional areas of the school. All visitors will wear a visitor's badge to be displayed at all times. Students are not permitted to bring friends or other students to school with them as visitors during the school day because of legal liability and responsibility. With permission from the Administration, student visitors may eat lunch with students, but the visitor will not leave the cafeteria.

## **Special Education Identification And Placement Procedures**

### What Special Education Means

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms, which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

### How Students With Disabilities Are Identified

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

### Independent Evaluation

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

#### Re-evaluation

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

#### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services that will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. A team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities will make determination of a student's educational placement. Team members know the available programs and services that might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

### Access to Student Records

Parents have the right to inspect and review any education records relating to their child that are collected, maintained or used by the school district in providing educational services.

### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection. This is a summary of the Johnson-Brock Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Johnson-Brock School District Offices.

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

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the 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 that 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 Superintendent).
11. File a local grievance.

## **Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Johnson-Brock Public School gives parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Information about other graduate certification or degree major held by the teacher may also be obtained. The school will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator. The information will be provided to you in a timely manner. Johnson-Brock will give timely notice to parents if their child has been assigned, or is being taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Student Activities**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Johnson-Brock Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

The school promotes an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or immediately after game/event. Only those people involved with the activity will be allowed to travel in the school vehicle.

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

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Code of Conduct: The Board of Education recognizes the opportunities for education and social development for students participating in school activities. As students participate in these activities they must remember that they are not only representing themselves, but also their school, their community, and their peers in all their actions.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on or off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also included the time frame which begins with the official starting day of the fall sports season established by the NSAA and extends to the last

day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

This policy is to serve as a guide by presenting what is considered as acceptable and unacceptable standards and what a student can expect to happen if he or she does not maintain high standards of personal conduct. It is hoped that all of our students' actions reflect a positive position toward each other, our opponents, and the obligations that are accepted as part of participation in co-curricular and extra-curricular activities. There shall be immediate suspension from the activity program if it is determined by the administration that a student participating in an activity has breached the following standards:

1. Willfully disobeying any reasonable request by, or the voicing of disrespect to those in authority.
2. Willfully damaging or stealing property.
3. Causing personal injury to another person.
4. Knowingly \*possessing a weapon on school property or at a school event.
5. \*Possession, use, or consumption of alcohol, drugs, or tobacco products.
6. Flagrant or repeated violation of school regulations.
7. The use of language, gestures, or conduct that is profane or abusive.
8. Public indecency.
9. Dressing in a manner that is dangerous, distracting, or indecent.
10. Willfully violating behavior expectations for riding in school transportation.
11. Failure to observe regulations adopted by the coach or sponsor of an extra-curricular activity.
12. Failure to comply with any rule established by the Nebraska School Activities Association.

Determination of a violation of the Code of Conduct will be made by the Principal or Superintendent and be based on the following.

1. Admission of the violation.
2. Reporting from law enforcement or a conviction.
3. Signed report from a staff member.
4. Other reasonable evidence that a violation occurred.

Suspension from activities for breach of the code of conduct will result in a minimum of one day's suspension from activities. Any suspension may also result in the removal of the student from any position of responsibility, at the discretion of the administration. Students will not be allowed to participate in or attend any activity where Johnson-Brock students are performing or competing.

Any student in violation of an alcohol, drug, tobacco infraction, or any felony conviction will be subjected to the following suspension guidelines. All suspensions will consist of consecutive calendar days beginning with the day the violation was reported and/or substantiated.

- First Offense – 28-day suspension from participation
- Second Offense – 56-day suspension from participation
- Third Offense – Removal from all activities for the remainder of the year

If a suspended student is honest and forthright, within two days of being notified of a possible infraction by an administrator, regarding their violation of the conduct code, they may have their activity suspension reduced by one-half if they agree to conditions outlined by the administration.

***\*The definition of possession includes being in the presence of an individual or a group that has acquired the illegal substance.***

Appeal Process Procedure: The school administration must inform all participants in inter-school activities of the rules and standards regarding conduct and their eligibility to participate, as well as the penalty if these rules and standards are violated.

- All rules and regulations should be enforced without exception.



- In the event of an alleged infraction, an administrator shall investigate the alleged infraction.
- If the investigation disclosed the probability of an infraction, a school administrator should hold a hearing. Notice of the hearing should be given to the student. The notice should contain an outline of the alleged infraction. Witnesses should testify; the student should be given an opportunity to confront such witnesses. The student may be allowed counsel if he or she desires it and the student should be given the opportunity to call witnesses.
- The administrator, hearing officer, and/or legal counsel shall make a decision on the case and prepare a statement of findings of fact from the hearing that shall be compiled and the student and parents provided a copy.
- If the student and his or her parent/legal guardian are not satisfied with the findings of the hearing, a second hearing may be requested before the next highest administrative level of the school system (building Principal, Superintendent, Board of Education). The school administrator must receive in writing a request for such a second hearing within 14 days of the notification of the decision of the first hearing.
  - a. The student will be provided with an opportunity to testify, question, and present other evidence on his or her behalf at the hearing. A counsel may be present.
  - b. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and his or her parent/guardian.

Team selection and playing time decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- School Representative: Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship at school or school related activities at home or away.
- Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Student Bullying**

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

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

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

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

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

### **Student Fees**

Students attending Johnson-Brock Public School and/or participating in extra-curricular activities may be required to pay fees and/or dues. They may be required to furnish personal and consumable items, non-specialized clothing, special equipment, attire, materials, lunch fees, club dues, admission fees to extra-curricular activities, and course project materials. The following list is representative of possible student fees:

- Activity Admissions
- Business Attire for NHS, FBLA, Speech, etc.
- Calculator
- Fundraisers (provide food, money, etc.)
- Graduation Cap & Gown
- Graduation Flowers
- Gym Shoes
- Immunizations
- Independent Music Lesson Books
- Materials for Metals, Woods or Art Class
- Meals at Contests, Clinics, Conferences, etc.
- Parent Night Recognition
- Physical Examinations
- Prom Photos
- School Supplies – pens, pencils, notebooks, etc.
- Senior Supper
- Sophomore Waiter/Waitress for Prom
- Specialized Sports Equipment
- Sports Bag
- Test Registration Fees –  
ACT/SAT/PLAN/PSAT

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities.

### **Student Government**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

### **Suicide Awareness/Prevention**

One hour of suicide awareness and prevention training will be provided to staff each year to equip school personnel with information that could save the life of a student; recognizing signs and symptoms of suicidal behaviors and methods of responding to students in crises. School personnel are critical components of suicide prevention plan.

### **Tardiness**

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 will be considered absent for first period if they arrive after the half-way point of class. After the third tardy in the same class, per semester, an absence will be given and for each subsequent tardy in the class. These absences will be treated as any other absence with the related consequences.

### **Testing**

The school district will use a basic testing program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity.

Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement.

### **Textbooks and Other Materials**

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students should not make marks on books or school materials. Students will be held financially responsible for lost or damaged textbooks, materials and supplies.

Students must have administrative permission to check out any school equipment. 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 final grades. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### **Valedictorian/Salutatorian**

The selection for the valedictorian and salutatorian for each graduation class will be made according to board policy.

### **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 School District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on School District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules of 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.

### **Walking Club**

Any students in grades K-12 are welcome to participate in the morning Walking Club. Walking Club is not mandatory. Students are expected to wear shoes that will not leave marks on the gym floor; if a student has inappropriate shoes they will not be allowed to participate that day.

Walking Club will take place each morning that school is in session from 7:45-8:05am in the New Gym. Students are expected to follow all handbook rules and will be subject to disciplinary actions as deemed appropriate by the supervising teacher(s) and the principal. The Walking Club will have monthly goals for distance walked. Rewards will be determined by the teaching staff and the principal at the start of each month.

### **Weekly Schedule**

A Weekly Schedule is created each week and published on Friday for all grade levels. The schedule is e-mailed to all parents/guardians if an e-mail has been provided to the school; you may request to have an contact added to the list. Alternately, a schedule can be mailed to you upon request or it can be accessed on the Johnson-Brock website @ <http://www.johnsonbrockeagles.org/>.

### **Wellness Policy**

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness.

#### Goals for Nutrition Education

The health curriculum will include information on good nutrition and healthy living habits. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

### Goals for Physical Activity

The physical education curriculum shall include instruction on physical activity and habits for healthy living. Students will be encouraged to engage in physical activities throughout the school day. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

### Goals for Other School-Based Activities Designed to Promote Student Wellness

Students will be provided sufficient time in which to eat school-provided meals. The district's lunchrooms will be attractive and well-lighted. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

### Nutrition Guidelines

Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines. Food providers will offer students a variety of age appropriate healthy food and beverage selections for elementary, middle, and high school.

### Community Advisory Committee

The superintendent of schools has formed the Community Advisory Committee which includes at least one member from each of the following groups: parents, teaching staff, food service staff, students, and the community at large. The committee meets at least twice during the school year. The committee is chaired by the district's head cook. The committee reviews the Policy, suggests possible revisions, and submits its suggestions to the Board of Education. The head cook is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The head cook will submit a report to the Board of Education on the district's progress in implementing this policy.

### **Work Release**

Seniors can be released for work at the end of the fifth period if they meet the following conditions:

1. The student must make a written request signed by the parent to the Principal.
2. The student must be making normal progress toward meeting all graduation requirements.
3. The student must have a clearance sheet with the signed approval of the Principal, Superintendent, and the Guidance Counselor.
4. The student must have an employer who will guarantee employment through the school year and sign to that effect - minimum to 5:00pm.