

# SOUTHERN PUBLIC SCHOOLS

## PARENT/STUDENT HANDBOOK 2018-2019 Edition



Southern Elementary  
315 West 2<sup>nd</sup> Street  
PO Box 158  
Blue Springs, NE 68318  
Phone: (402) 645-3359  
Fax: (402) 645-3740

Southern Junior-Senior High  
115 South 11<sup>th</sup> Street  
PO Box 237  
Wymore, NE 68466  
Phone: (402) 645-3326  
Fax: (402) 645-8049

<http://www.southernschools.org>



# TABLE OF CONTENTS

Welcome.....	1
Intent of Handbook.....	2
Notice of Non-Discrimination.....	2
Mission Statement .....	3
Belief Statements.....	3

## SECTION ONE BASIC SCHOOL RULES AND GENERAL PRACTICES

Asbestos Information .....	4
Attendance .....	4
Band .....	6
Bills.....	7
Books and Supplies .....	7
Bulletin Boards.....	7
Bullying.....	8
Cafeteria Rules .....	8
Candy and Gum.....	11
Cells Phones and Other Electronic Devices.....	11
Child Abuse and Neglect.....	12
Class Dismissal .....	13
Class Dues .....	13
Classroom Behavior.....	13
Closed Campus .....	14
Coats and Boots .....	14
College Visit Requirements (Seniors Only) .....	14
Communicable Diseases .....	14
Communicating with Parents .....	15
Computer Network Use by Students .....	15
Conduct at Local High School Events .....	18
Conferences .....	18
Contact Information.....	19
Copying and Fax Charges .....	19
Co-Curricular Activities and Student Organizations.....	19
Dances .....	20

Damage to School Property .....	21
Dating Violence.....	21
Dress Code.....	21
Driving and Parking Personal Vehicles .....	24
Drug Free Schools.....	25
Duty to Report Criminal Violatons .....	25
Emergency Contact Information.....	25
Emergency Procedures .....	26
Evacuations .....	26
Eye Exams .....	26
Field Trips.....	27
Fines for Lost or Damaged Items.....	27
Firearms and Weapons.....	27
First-Aid .....	29
General Complaint Procedure.....	29
Gifts for Students .....	31
Hall Passes.....	31
Harassment and Discrimination .....	32
Harassment and Discrimination Complaint Procedure .....	33
Harassment and Discrimination Investigation Procedure .....	35
Head Lice and No-Nit Policy .....	36
Health Problems .....	37
Homebound Instruction.....	37
Homeless Children and Youth .....	38
Illness or Injury at School.....	38
Immunizations.....	39
Initiations and Hazing.....	39
Interscholastic Participation / Academic Eligibility / Training Rules.....	49
Leaving the Building.....	40
Lockers and Other School Property .....	40
Lost and Found.....	41
Medications .....	41
Media Center .....	42
Memorials .....	42

Money, Valuables and Other Possessions.....	42
Movies.....	42
Participation in Activities Which Occur After School Hours.....	42
Participation in Activities Which Occur During School Hours.....	43
Parties.....	43
Personal Items.....	43
Physical Education.....	44
Physical Exam.....	44
Picking Students Up During School Hours (Elementary School Only).....	44
Pictures.....	44
Playground Rules (Elementary School Only).....	44
Pledge of Allegiance.....	45
Police Questioning and Apprehension.....	46
Protection of Student Rights.....	46
Public Displays of Affection.....	46
Recording Policy.....	46
Rights of Custodial and Non-Custodial Parents.....	47
School Day.....	47
School Song.....	49
Secret Organizations.....	49
Self-Management of Diabetes or Asthma / Anaphylaxis.....	49
Self Responsibility and Regulations.....	49
Services.....	50
Skateboarding, Roller Blading and Heelys.....	50
Smoking and Tobacco.....	50
Special Education.....	50
Special Education Section 504.....	50
Staff Qualifications.....	51
Standardized Testing.....	51
Student Assistance.....	52
Student Fees.....	52
Student Fee Waiver Policy.....	57
Student Guests.....	58
Student Photograph and Video Policy.....	59

Student Records .....	59
Tardiness .....	62
Teacher Parties .....	62
Telephone Calls .....	62
Threat Assessment and Response .....	62
Title I .....	63
Title I Supplement, Not Supplant Policy .....	65
Title IX Notice .....	65
Title IX Grievance Procedure .....	66
Transportation Services .....	74
Video Surveillance .....	78
Visitors .....	78
Weather-Related School Closing .....	79
Wellness .....	79
Withdrawal From School .....	84
Work Permits .....	84
Work Release .....	84

**SECTION TWO  
SOUTHERN ELEMENTARY LEARNING COMPACTS**

Parent-School Learning Compact .....	85
Student-School Learning Compact .....	85
Teacher-School Learning Compact .....	86

**SECTION THREE  
ACADEMIC INFORMATION**

Credit for Non-Academic Work .....	87
Elementary School Grading System .....	87
Junior / Senior High School Grading System .....	89
Graduation Requirements .....	90
Junior High Promotion Requirements .....	92
Web-Site Viewing of Student Grands and Attendance .....	92
Homework .....	92
Report Cards .....	93
Semester Examinations .....	93

**SECTION FOUR  
STUDENT DISCIPLINE**

General Discipline Philosophy .....	94
Forms of School Discipline.....	94
Detentions and Saturday School.....	95
In-School Suspension.....	97
Emergency Exclusion .....	97
Student Discipline .....	99
Short-Term Suspension .....	100
Long-Term Suspension.....	101
Expulsion.....	101
Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment.....	103
Due Process for Students Facing Long-Term Suspension, Expulsion or Mandatory Reassignment.....	105
Hearing Procedure.....	106
Elementary School Discipline and Performance Program .....	109

**SECTION FIVE  
STAFF DIRECTORY**

Southern Elementary Staff.....	111
Southern Junior / Senior High School Staff.....	112
Southern School Board Members .....	113

**SECTION SIX  
NATIONAL HONOR SOCIETY**

By-Laws.....	114
Meetings and Activities .....	116
Officers .....	116

**SECTION SEVEN  
SOUTHERN STUDENT COUNCIL**

Constitution.....	117
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**SECTION EIGHT  
FORMS**

Witness Disclosure Form .....	122
Bullying Report Form .....	123
Bullying Investigation Report Form .....	124
Report of Bullying Form/Investigation Summary .....	126
Report of Bullying/Consent to Release Student Information.....	127

Discrimination & Harassment Formal Complaint Form.....	128
Student Acknowledgment of Anti-Bullying Policy .....	132
Emergency Information.....	133
Parental Authorization and Release Form - Administration of Prescription Drugs to Students.....	134
Administration of Medication to Students - Physician's Request for Administration of Prescription Medications by School Personnel.....	135
Record of Administration of Self-Administration of Medication .....	136
2018-2019 Medication Permission and Administration Form.....	137
Acknowledgment of Receipt of Handbook and Permission for Students' Names to Appear in Publications.....	138
2018-2019 School Calendar .....	139



## WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

**There are several important forms at the end of this handbook which you must read, sign and return no later than August 29, 2018.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do; ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

---

Christopher Prosocki, Superintendent

## INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## NOTICE OF NON-DISCRIMINATION

This school district does not discriminate on the basis of race, creed, color, national or ethnic origin, sex or gender, marital status, disability, age, religion, veteran status, pregnancy, childbirth or related medical condition, or other protected status in the admission or access to, or treatment of employment, in its programs and activities. and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. Christopher Prosocki in writing at Southern Public Schools, Wymore, NE 68466 or by telephone at (402)-645-3326. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, One Petticoat Lane, 1010 Walnut, Suite 320, Kansas City, MO 64106, Telephone: 816-268-0550, FAX: 816-268-0599; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **MISSION STATEMENT**

The Southern School District, in cooperation with families and communities, prepares students through educational experiences, to be responsible, respectful and safe citizens in our continually changing world.

## **BELIEF STATEMENTS**

### **The School Will:**

- Inspire students to contribute to society as knowledgeable, responsible, and cultured citizens.
- Provide a safe, positive, and supportive learning environment with high expectations for student achievement.
- Provide students the opportunity to learn, grow, and succeed.

### **The Students Will:**

- Learn the value of leadership and how to be independent thinkers.
- Become confident and goal-oriented lifelong learners in college and career readiness skills.
- Be confident in their abilities, recognize their accomplishments, and learn from their experiences.

Southern School District #001  
School Improvement Steering Committee

**SECTION ONE**  
**BASIC SCHOOL RULES AND GENERAL PRACTICES**

**Asbestos Information**

Even though our facilities are safe, this information is provided to be within all Environmental Protection Agency regulations regarding asbestos. It is important to note that not all-friable asbestos-containing material needs to be removed from schools. The materials found in Southern District #1 buildings have been identified and a program has been implemented to ensure that the material is maintained in safe condition and a regular inspection procedure is underway.

In the Blue Springs elementary building, asbestos is located in the boys/girls restrooms, multipurpose room and kitchen areas. In the Wymore secondary building, asbestos is found in the attic space above the third floor rooms. Heat pipes in this area are insulated with asbestos containing materials. A full plaster ceiling covers these classrooms except for a small entry opening.

**Attendance**

**Required Attendance.** 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 dis-enroll pursuant to law.

**Mandatory Attendance Age.** All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

**Exceptions.** The attendance requirements do not apply when temporary illness or severe weather conditions make attendance impossible or impractical.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is available upon request.

**Discontinuing Enrollment – 5 Year Old Students.** The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible

to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

**Discontinuing Enrollment.** Only children who are at least 16 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form provided by the school district. The district will follow the procedures outlined in school district policy when considering requests to dis-enroll.

Only children dis-enrolling to attend a non-accredited school may be exempt from this requirement. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

**Attendance Officer.** Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the principal or designee.

**Excessive Absenteeism.** When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow school district procedures for rendering the services within the district's power to compel the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer will file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

When a student's absences are excused or due to documented illness that makes attendance impossible or impracticable, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

"Documented illness" shall mean a health condition that prevents the student from safely attending school that has been confirmed by a written statement by the student's health care provider.

Unexcused absences are determined by the Principal and are issued to students who do not have a viable reason for non attendance at school.

Notes sent by parents/guardians with students do not necessarily warrant excused absences. Students will be excused from classes to attend Southern activities only

if work is made up in advance and they attend with a parent or guardian. Each case will be considered individually on its merit.

Students who receive an unexcused absence from class(es) will receive zeros in those classes. A second unexcused absence from school will result in zeros and a Saturday School at the rate of one hour of Saturday School for each two hours or portions of hours of missed school time. Should a third unexcused absence be issued to a student, the student will be issued a suspension and students who are not yet sixteen years of age will be reported as being truant from school.

**Excused Absences.** The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

**Unexcused Absences.** The following absences will be considered unexcused:

1. Oversleeping
2. Working
3. Shopping
4. Hair appointments
5. Study for another class
6. Babysitting
7. Driving students to appointments unless the student is a member of the immediate family.
8. Attending Music Concerts (non-school related)
9. Turning in an excuse signed by someone other than the parent or guardian.

## **Band**

Students wanting to enroll in band may do so in the fall of their 5<sup>th</sup> grade year. Students receive weekly lessons and eventually play in a large band setting. Classes meet during school hours for 5<sup>th</sup> and 6<sup>th</sup> graders. Make-up and extra help lessons can occur during or after school hours. Instruments are available through music stores, or private purchases. It is recommended to have a "quality" instrument from a music store, not a department or mail order store. Students who want to

study percussion must have one year of experience reading and playing music on piano or guitar.

### **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Southern Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$5 for any check returned from the bank for insufficient funds. All items purchased by students through the school must be paid for in cash or check prior to receiving the item. In certain instances a student may be required to make a deposit before specific items are ordered through the school.

### **Books and Supplies**

Students must take care of books and other supplies provided by the district. Textbooks will be issued to you by your teachers. All textbooks should have book covers. Students should check for damages and notify the teacher immediately as students are responsible at all times for their textbooks. Students will be expected to pay fines on books when excessive wear and tear is indicated. The school will assess fines for damage to books and school property. The amount of the fine will be levied according to the amount of abuse and the age of the text. Lost or stolen books are the responsibility of the student. Replacement cost of the textbook will be charged to the student.

Each classroom teacher will prepare a recommended supply list for students at the beginning of the school year.

### **Bulletin Boards**

Bulletin boards, (at the High School) are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices. Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

### **Bullying**

Students are prohibited from engaging in any form of bullying. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

**Anti Bullying / Bullying Prevention.** The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. 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 a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed.



6. Students must treat lunch personnel with respect.
7. Students are expected to enter and exit the lunchroom quietly and orderly, and use quiet and normal conversations.
8. Carbonated beverages are not allowed according to State regulations.
9. Students who violate the above rules will be disciplined.
10. Students are expected to stay seated, raise hand for assistance, use good table manners and be considerate of others at all times.
11. Students are expected to spend at least 15 minutes at the lunch table to eat, and allowed up to 30 minutes to finish their lunches.
12. Students are encouraged to eat as much of their lunch, and drink as much of their milk as they can, and are expected to clean up their eating areas and empty their trays. Trading food and drinks are not allowed at the elementary.

**Breakfast.** Breakfast is served from 7:45 AM to 8:10 AM. Classes begin at 8:10 at the secondary and 8:15 at the elementary and students are to be in their classrooms. We realize that there is occasionally a problem concerning buses arriving at the school by 8:10. Bus schedules change daily according to road conditions and students being on time at the bus stops. The bus drivers will try their best to have students on time for breakfast, but please be aware that there may be days that this is not possible. *Whenever school begins later due to inclement weather, teacher in-service, etc., breakfast will not be served.*

**Lunch.** Students are not required to eat the lunch served at school. They may bring their lunch from home; however, they are required to eat their lunch in the lunchroom. Parents or guardians of students may bring food to school only for their son or daughter. Federal guidelines prohibit commercialized food from being shared with other students. Therefore any commercialized food brought to school during the “lunch” time period must not be shared with other students.

Violations of this policy could be very detrimental to the hot lunch program status and could result in the cancellation of the program. If you have any questions about what is allowable, please contact the Cafeteria Manager or the Principal’s office prior to bringing commercialized food to school.

A computerized lunch system has been implemented in our schools. This is a prepayment program. With this system, each family will bank money to an account and as each student goes through the lunch line, the cost of each breakfast or lunch will be subtracted from the family account total. Each family will have one account on the computer to cover all members of their family in both the elementary and secondary building. A milk/juice break is available each morning for students K-2. “ALL” students are required to pay for their milk or juice. Milk is served on Monday, Wednesday, and Friday - Juice is served on Tuesdays and Thursdays.

**Meal Charge Policy.** The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

The district's policy on charged meals is:

**If a student has no funds available to pay for a meal, the student will be permitted to charge a meal for up to two days. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.**

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In accordance with Federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **Candy and Gum**

Elementary students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

## **Cell Phones and Other Electronic Devices**

Students may use cell phones before and after school, in the lunch room during lunch and in the halls between classes so long as they do not create a distraction or a disruption. Volume must be turned down or headphones used when listening to music or videos. Cell phone use in classrooms is up to the discretion of the classroom teacher. Required study centers and detentions are considered part of the school day. By bringing cell phones and other electronic devices to school, the student and the parents consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

If cell phones are being used in an inappropriate manner, inappropriate texts or picture/video taking, students will lose the privilege of using their cell phone. Cell phones are not to be used for picture/video taking in restrooms or locker rooms.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone. Southern Public Schools also prohibits sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form of a computer.

Electronic devices can be used for educational purposes as determined by the classroom teacher. Electronic devices such as iPods and MP3 players, may be used during lunch in the lunch room area. Laser pointers are not permitted at any time. These items will be confiscated and disciplinary action will result for violations of this policy. Should any electronic device/cell phone be disruptive to the school environment at any time as determined by administration or teachers, the items may be confiscated by administrators, teachers or program supervisors.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The first offense will result in Saturday School, and the offending student's parent or guardian must pick up the phone. The second offense will also result in Saturday School, and the offending student's parent or guardian must pick up the phone. The administration will determine consequences for third violations and any violations thereafter in accordance with the student discipline section. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Cell phones are not allowed in the In School Suspension area.

**Cell phones must be turned in to the office before school starts – Elementary only.**

### **Child Abuse and Neglect**

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or 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; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

**Reporting Procedure.** School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected, shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The Principal or Guidance Counselor shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential and that the employee bears the statutory responsibility for filing a report or causing a report to be filed.

**Contents of the Report.** The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

**Legal Immunity.** Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

### **Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until their classroom teacher has excused them.

### **Class Dues**

**Southern Public Schools will follow the Student Fees Policy and you may be required to pay certain fees as permitted by the Student Fees Act.**

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- Arrive to class on time;
- Prepare for class with all necessary materials;
- Be considerate of others;
- Respond promptly to all directions of the teacher; and
- Take care of school property and the property of others.

Teachers will establish classroom conduct rules, which students must obey.

### **Elementary School Classroom, Hall & Building Conduct**

1. Students are to report to class on time and be quiet and in their seats when the bell rings.
2. Respect is shown for teachers/staff at all times.
3. All students needing to go anywhere in the building must first acquire permission from a teacher.
4. No running, pushing, loud talking, or loitering will be allowed in the halls.

5. Students should keep to the right when using the halls.
6. NO TOY GUNS. Students shall not be allowed to bring any kind of toy weapon, gun, water pistols, etc., to school unless authorized by a teacher for class use (ie. plays, skits, etc.).

### **Closed Campus**

Students may not to leave the building without permission from the administration. Southern Public School maintains a closed lunch campus. Students are not permitted to leave school during their lunchtime. Notes sent by parents requesting that their son or daughter leave the school premises during this time may not be accepted. Violation of this policy will result in a Saturday School assignment and if repeated could be grounds for suspension or expulsion from school for continuing behavior that interferes with class work or the activities of the school.

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

### **College Visit Requirements (JUNIORS & SENIORS ONLY)**

1. A note or phone call from the parent to the counselor or Principal must be made prior to the visitation day. Students will not be counted absent from classes, if all criteria is met.
2. It is the responsibility of the student to make up all missed assignments.
3. Contact with the proposed school for visitation will be made by the Counselor to arrange a visitation tour.
4. No more than two days per year will be granted.
5. Students who are in danger of having credits reduced due to absenteeism may not be excused from school.
6. Students who are failing required classes for graduation may not be excused.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable

Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition, please call 402-645-3359 at the Elementary School or 402-645-3326 at the High School.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student’s report card. Parents will also be notified of their student’s possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student’s transfer when the district receives a written request signed by the student’s parent or guardian or upon being notified that the student has enrolled in another school.

### **Computer Network Use by Students**

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.

#### **I. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3. Students shall not use chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish 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.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

## **II. Enforcement**

### **A. Methods of Enforcement**

1. 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.

2. The school 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.
3. 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 to access a site with legitimate educational value that is wrongly blocked.
4. 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.

#### **B. Consequences for Violation of this Policy**

1. 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;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### **III. Protection of Students**

#### **A. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

#### **B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online

behavior, both in specific computer usage units and in the general curriculum.

2. Staff will specifically educate students on:
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.

### **Conduct at Local High School Events**

Southern Public Schools earnestly solicits parental support for the supervision of their own K-6 youngsters who are attending high school sports events.

*Football Games:* Children should sit in the bleachers and stay behind the wire that surrounds the football field. At “no time” should they be on the track area, football field or in the end zone. Students should not play on “the hill” southwest of the football field.

*Volleyball-Basketball-Wrestling:* During volleyball, basketball and wrestling events, elementary students lose interest in the games and turn their energies toward the Commons area for play. This interferes with concessions traffic, increases custodial cleaning, and at times could interfere with the progress of the games and possibly cause injury to themselves or someone else. Parents are requested to establish the ground rules for seating their youngsters during the game(s).

*Softball games:* Children should sit in bleachers or in bleacher area. At no time should they be in parking lot or other ball field. Students are there to watch the game.

Any child causing a problem at any activity may be required to leave the activity.

Southern students attending school activities are required to conduct themselves in a manner conducive to positive sportsmanship and in a manner as to **not** disrupt or call undue attention to themselves or to detract from the nature of the activity. Students who are not adhering to acceptable behavior as a spectator may be suspended from attending school activities, which would also include the student's participation on athletic teams, and may include suspension from attending classes. Students must follow Southern Public Schools' dress code policies (exception is the no hat rule) or administrator's allowed costumes.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences once during the Fall semester and once during the Spring semester. We strongly urge you to attend this conference as we find that many times very beneficial information about the development of the student can be shared by parents, as well as by teachers.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Contact Information**

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year. **Whenever there has been a change of address, telephone number, doctor or emergency procedures, this information should be reported to the Principal's office immediately.**

### **Copying and Fax Charges**

Individuals who wish to send faxes or print copies for personal or non-school use will be charged the following rates:

**Fax** - 1.00 for up to three pages (includes cover sheet); \$.25 per page for each additional page.

**Copier** - \$.20 per page for Black & White, \$.40 per page for Standard Color (pictures or art work with full range of colors will range from \$.50 to \$1.00 per page).

### **Co-Curricular Activities and Student Organizations**

In an effort to provide students with total academic and social growth, the Southern School System maintains and provides for the sponsorship of many activity organizations. Some organizations may require specific criteria for membership, which may include but is not limited to, selection by faculty and/or students, faculty selection based on competitive try-outs, or lettering requirements. Activities offered at Southern include the following:

- Clubs: S-Club
- Organizations: Cheerleaders  
Future Business Leaders of America  
Student Council  
Class Clubs
- Musical Activities: Stage Band  
Swing Choir  
Pep Band
- Drama Activities: Three-Act Play  
One-Act Play (competition)
- Competitive Organizations:

Speech Team  
Girls Track  
Boys Basketball  
Girls Softball  
Cheerleading

Football  
Music Contest  
Boys Track  
Girls Basketball

Wrestling  
Volleyball  
Quiz Bowl  
Golf

**Junior High Competitive Organizations:**

Football  
Boys Track  
Girls Basketball

Wrestling  
Volleyball  
Girls Track

Boys Basketball  
Quiz Bowl

## **Dances**

School organizations may sponsor dances for students but must be cleared by the principal. These dances will have school employees as sponsors and may occasionally have the assistance of parents or patrons. Dances for grades 9-12 may be attended by Southern students and their guests. Guests must be in High School or be 20 or under in age. Students must register all outside dates in the Principal's office providing the information requested upon registration. Lewd or provocative dancing will not be allowed. Any student dancing in a manner deemed to be inappropriate by the sponsor or administration could be removed from the dance.

Junior High dances are limited to Southern Junior High Students only.

Doors will close one hour after the beginning of the dance or at the discretion of the sponsor. Students will not be admitted after that time. Students are not permitted to leave the dance and return without paying during the one hour grace period unless permission is received by the school sponsor. Dances may end prior to the set time if student numbers are not sufficient to warrant continuation of the dance.

**Scholastic Banquet.** Award presentations will be made in the Spring to high school students who have qualified for both the First Semester Honor Roll and the Third Quarter Honor Roll. All requirements for making the Honor Roll must be met. Any grade lower than an 85 or an average below 93.00 will disqualify a student for this activity.

**Homecoming Royalty Selection Procedures.** The selection of Queen and King at the annual Homecoming activities will follow the criteria and selection process as listed below.

1. All students in grades 9-12 may vote in the first round to select candidates by voting for five boys and five girls.
2. All students in grades 9-12 will be eligible to vote on the Homecoming King and Queen.

### **\*Candidate Eligibility**

Any student who earns a letter, sometime prior to their senior year, in any of the listed groups/activities will be eligible to be a Homecoming candidate.

\*Any Varsity Sport, High School Band/Stage Band, Concert Choir/Varsity Swing Choir, Cheerleading, Speech Team, One-Act Play, Drama, FBLA, Scholastic Banquet Participant

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Students shall be held responsible for all school property, which they check out from school, and will be expected to reimburse the school for lost or abused items. Willful damage or breakage of school property will result in the offender being billed for the damage.

### **Dating Violence**

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

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

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

### **Dress Code**

Students should come to school clean in his/her person and dress. All students should take pride in their personal grooming. An individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect sensitivity to and respect for others. Good appearance stimulates good behavior and proper clothes encourage self-confidence. Appearance that is disruptive to the educational process or endangers the safety or health of self or others is not allowed. Students in violation of dress code may be subject to further discipline.

1. The following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. All undergarments must be covered at all times.
  - b. Any gang related symbol worn, written, carried, displayed, or communicated will not be tolerated: Gang related symbols may include specific hats, caps, coats, jackets, sagging pants (below the hips), bandannas, and/or handkerchiefs. *As new types of gang related symbols may periodically occur throughout the school year, the school administration will monitor this activity and exclude any items or clothing which is deemed to be gang related.*
  - c. Chains, dog collars, or wearing apparel which contain sharp objects.
  - d. Bedroom slippers.
  - e. Pajama or Flannel Pants.
  - f. Holes in garments which expose any type of undergarment or skin or are above midhigh are not allowed.
  - g. Clothing which promotes the use or advertisement of alcohol, drugs or tobacco.
  - h. Clothing which contains written comments or designs that are obscene, lewd, or vulgar, or which contain innuendoes or reference to, or about sexual activities.
  - i. Caps, hats, hair picks, sunglasses, visors, or head sweatbands in the school building (head sweatbands may be worn during P.E. Sunglasses may be worn in outdoor classroom or activity settings).
  - j. Due to recent decisions identifying and clarifying the rights of all members gathered in public schools, the wearing of any clothing which disrupts the educational process is prohibited. For example, if an instructor decides that an article of clothing bears a message that any student in the class would find objectionable, or that the instructor finds objectionable, then the educational process has been affected. The student will be asked to discuss the situation with the SHS Administration. A decision will be made to allow the clothing or disallow the clothing in question. Should an article not be approved, the student will be required to: wear a school approved shirt or for the student to either turn the shirt inside out if so doing will eliminate the message from being seen.
2. Restrictions on clothing during the school day 8:00 am until 4:10 pm and at all school activities.

- a. Blouses or shirts must have a strap over each shoulder and the back, the stomach and the chest cleavage must be covered at all times including times when a student is in a standing, sitting or lying position. If at any time during the school day the student is reported by school staff to be in non-compliance of this rule, the student will be required to change the clothing to a school supplied shirt or to leave school until the problem is corrected. Should a student choose to leave school, discipline may occur.
  - b. Winter coats, trench coats, long overcoats, and letter jackets are to be stored in lockers between the hours of 8:05 am and 3:36 pm unless the student is immediately exiting the building.
  - c. Skirts and shorts are allowed as long as they meet the following criteria: Shorts must not expose any of the buttock or undergarments while the student is either sitting or standing. No shorts, capri's, bermuda shorts or flip-flops are to be worn between Nov. 1 - March 15<sup>th</sup>. ( For the elementary only.)
  - d. Mesh shirts or jerseys with arm large holes must have a shirt (without holes) underneath it.
  - e. *FIELD TRIP CLOTHING* will be left up to the classroom teacher.
  - f. Students are not permitted to "apply" make-up at school. (For the elementary only.)
  - g. All jeans, pants, shorts, or skirts must be worn no lower than the hips. No sagging pants.
  - h. Students may bring hats, caps, visors, hair picks, into the school building. However, these items must be stored in the locker during the school day. During special event days during the school year, administration may allow the wearing of hats, caps, visors, sunglasses, or bandannas. (i.e. homecoming week, special dress-up days) Caps, hats, visors, sunglasses, or bandannas may be confiscated if worn at improper times.
3. Other dress related or possession related regulations.
- a. Because teams and groups represent the student body as a whole in the eyes of the public, coaches/sponsors of these groups may make special dress and grooming regulations which students are expected to follow if they wish to participate. Cheerleading uniforms are school-approved uniforms which will be permitted during the school day. Physical Education clothes may vary from clothing restrictions due to the nature of the physical activities. Shirts with cut off sleeves are acceptable in Physical Education but only the sleeve opening may be cut out. Physical Education instructors will be allowed to decide what is appropriate for Physical Education activities.

- b. In cases where safety rules concerning dress and grooming are necessary, students must abide by them. Example: [running power equipment during an Industrial Arts Class.
- c. All students need to be aware that lack of proper personal hygiene can and does have an effect upon the learning of other students. Students also need to be aware that it is important that the clothes worn to school be clean. An administrator and/or counselor will visit with a student whose personal hygiene or lack of clean clothes is apparent. Failure on the student's part to comply with reasonable requests will result in parents being contacted before discipline is issued.
- d. Due to the large size of purses, staff may designate an area for purses to be stored during class time.

**Suggested Appropriate Cold Weather Clothes For Playground**

- Body Coats (not light jackets), insulated sweatshirts/jacket combinations.
- Head/Ears Stocking caps, earmuffs, hoods, caps with ear covers.
- Hands Gloves or mittens.

**Driving and Parking Personal Vehicles**

The following regulations are to be observed in the parking lots of Southern High School.

**FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN DISCIPLINARY ACTION.**

- 1. By driving personal vehicles to school and parking on or near school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.  
  
NO VEHICLES ARE TO BLOCK ANY SIDEWALKS LOCATED ON OR ADJACENT TO SCHOOL GROUNDS.
- 2. Parking is to be within the marked stalls where yellow parking zones are marked, with the vehicle driven into, not backed into, the stall. Under no circumstances is a vehicle to occupy more than one parking space.
- 3. Students are not allowed to go to their cars, sit in them or drive them between their arrival at school and the time school is dismissed for the day, unless permission is obtained through the principal's office.
- 4. Cautious and courteous driving is expected in the parking lot. Careless or negligent driving WILL NOT BE TOLERATED.



5. Parking is at student and parent risk. School insurance for auto damage or theft cannot be provided, and parking lot supervision can only be minimal.

Students will be warned only once about parking regulations. License plate numbers will be recorded on vehicles not in compliance with parking regulations.

Should a second violation of parking regulations occur which involves the student or vehicle; the vehicle will be removed (towed) from school grounds. Southern Public Schools will not be held liable for charges and/or damages to the vehicle in transit. The driver (student) may be suspended from school for insubordination and/or continued behavior that interferes with the activities of the school.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Duty to Report Criminal Violations**

The school principal or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities of the county or city in which the school is located of any act of the student which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code. Theft, assaults (fighting), damage to property, possession or use of drugs, alcohol, are among many other offenses which could possibly fall under Nebraska's Criminal Code.

### **Emergency Contact Information**

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

## **Emergency Procedures**

**School Closing for Emergency Conditions.** In the case of an emergency, when school must be started late, dismissed early or canceled; a public announcement can be found on **KWBE** and **KNDY** Radio, **KOLN/KGIN-TV** Channel 10, **KLKN-TV** Channel 8, and the Southern Public School's **IRIS Alert system**.

**Fire Plan Procedures.** Fire drills are held approximately once a month, in order to be ready for possible emergencies and to meet state fire code requirements. Students should take the drills seriously, for we never know when we might have to vacate the building for "the real thing". Teachers will explain evacuation routes and procedures on the first day of school, and periodically during the remainder of the school year.

Please follow these procedures during the times that Fire Bells ring.

1. Follow your classroom teacher's instructions.
2. Evacuate the room/building immediately.
3. Do not take personal items with you.
4. If the alarm rings between classes, you are to meet with the teacher of your previous class. i.e. The fire bell rings between 1<sup>st</sup> and 2<sup>nd</sup> period, you are to go to your first period class. The fire bell rings during your lunch period, you are to go across the street, to the class which met immediately before your lunch period.
5. Wait for further instructions.

**Storm Emergency Procedures.** In the event of a severe storm or tornado warning, students will be notified to vacate their classrooms and proceed to appropriate locations in the building. Directions for room evacuation will be posted in each classroom. Explanation of evacuation routes will be explained by classroom teachers. Drills will be held to inform students of appropriate procedures and actions to be taken.

## **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

## **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an

advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. A student must remember that he is representing the entire school while attending out-of-town events as well as when attending an event at home. Students will refrain from excessive noise or disturbances. Upon arrival, students should stay with their groups and conduct themselves properly. All students should observe the stadium or gym rules of the host town or those of your own school.

**Field Trip Sponsors.** Tobacco (alcohol/illegal drugs) in any form will not be used by sponsors at anytime during a field trip. This includes rest stops, restrooms, eating establishments, etc. Only parents or legal guardians may be field trip sponsors. The Principal can only give permission for special situations.

### **Fines for Lost or Damaged Items**

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

### **Firearms and Weapons**

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

**Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

**Definition of a Firearm.** The term “firearm” as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions Regarding Firearms.** The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are encased or are in a locked firearm rack that is on a motor vehicle; or
5. A handgun carried as a concealed handgun by nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

**Definition of Encased.** The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

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

**Consequences – Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Consequences – Weapon.** State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, the first semester of the following school year (if the misconduct occurs during the second semester).

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

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

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **General Complaint Procedure**

This Complaint procedure should be used if you have a complaint regarding a violation of school policies. If you believe you have been harassed or discriminated against use the procedure found under the Harassment and Discrimination section of this handbook.

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with

appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a. Determine whether the complainant has discussed the matter with the staff member involved.
    - i. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
    - ii. If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b. Strongly encourage the complainant to reduce his or her concerns to writing.
  - c. Interview the complainant to determine:
    - i. All relevant details of the complaint;
    - ii. All witnesses and documents which the complainant believes support the complaint;
    - iii. The action or solution which the complainant seeks.
  - d. Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
  - a. This appeal must be in writing.

- b. The superintendent will investigate as he or she deems appropriate.
  - c. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
  - a. This appeal must be in writing.
  - b. The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c. The board will notify the complainant in writing of its decision.
  - d. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
  - a. Determine whether the complainant has discussed the matter with the superintendent.
    - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
    - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b. Strongly encourage the complainant to reduce his or her concerns to writing.
  - c. Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.

### **Gifts for Students**

Gifts (balloons, flowers, etc.) arriving at school will not be given to students until the last 15 minutes of the school day. Balloons will not be allowed to go home on school buses. Flowers in glass vases must be taken home in a protective covering (paper or plastic bag). Students should not bring gifts for other students to school unless it is a class function (Christmas party) or if a present can be given to each student in the classroom. If a student wants to give another student a special gift, it should be done outside school time.

### **Hall Passes**

A student needing to be in the halls during class time or when assigned to a study center should obtain a hall pass from the supervising teacher. The pass should indicate the student's name, the date, name of the issuing teacher, the time left the destination. The student should present the pass to the supervising teacher. A

student wishing to visit the office, the counselor, or other staff members should obtain a hall pass in advance of the time of the desired visit.

### **Harassment and Discrimination**

Harassment and discrimination on the basis of sex, race, creed, color, national origin, religion, marital status, disability, or age will not be tolerated in the school district. Harassment of students or employees, by other students, employees, and/or third-parties who are engaged in school-sponsored activities will not be tolerated in the school district. "School district" includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities.

Students, employees, or third parties engaged in school-sponsored activities, whose behavior is found to be in violation of this policy, will be subject to the investigation procedure, and the District will investigate all allegations of unlawful discrimination and harassment. The District will, upon making a determination that harassment has occurred, determine the remedial action necessary, which may result in discipline, up to and including, suspension, expulsion, termination of employment, and removal from District grounds, vehicles, and/or activities.

The District will do what is appropriate to address the harassment, including providing appropriate resources such as counseling to assist the harasser in preventing future harassment; to assist the individual subject to the harassment; and to prevent retaliation or additional harassment as a result of the procedure against witnesses, other members of the student body, and any others who may be involved. The District will take steps reasonably calculated to prevent future harassment.

Harassment and discrimination based on race, color, creed, national or ethnic origin, sex or gender, marital status, disability, age, religion, pregnancy, childbirth or related medical condition, or any other unlawful basis means conduct of a verbal or physical nature that is designed or embarrass, distress, agitate, disturb or trouble individuals when:

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



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

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

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

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

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

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

The district will promptly and reasonably investigate allegations of harassment. Retaliation against an individual who has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. Individuals who are found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension, expulsion, or termination of employment.

### **Harassment and Discrimination Complaint Procedure**

An individual who believes he/she has been discriminated against or harassed by a student, District employee, and/or any third party engaged in school-sponsored

activities, as discussed in the "Harassment and Discrimination" section above, shall notify his/her respective supervising teacher, building principal, superintendent of schools, or president of the board of education, as set forth below:

1. The principal of Southern Elementary School is Mr. Jerry Rempe, and he can be reached at 402-645-3359.
2. The principal of Southern Junior / Senior High School is Mr. Jeff Murphy, and he can be reached at 402-645-3326.
3. The Superintendent of Southern School District is Dr. Chris Prosocki, and he can be reached at 402-645-3326.
4. The president of the board of education is Mr. Dave Zimmerman, and he can be reached at 402-223-8474.

Complaints about harassment by a student or employee should be submitted to the principal of the building.

Complaints about harassment by a principal should be submitted to the superintendent of schools.

Complaints about harassment by the superintendent of schools should be submitted to the president of the board of education.

Any employee, including but not limited to classroom teachers, who receive complaints of discrimination or harassment shall promptly report that complaint to the employee's building principal.

Complaints will be handled in a timely manner.

1. Complainants should try to report the alleged harassment within 10 days of the occurrence in order to facilitate accurate evidence and assist the District in remedying any wrongdoing as quickly as possible. The District will fully investigate all complaints made, regardless of whether they are submitted within 10 days of the occurrence. However, the sooner the occurrence(s) is reported, the sooner the District may begin its investigation.
2. The investigator will begin the investigation as soon as possible, but no later than 5 school days, after receipt of the report, and when appropriate and/or required by law will cooperate with law enforcement and any other authorities properly involved.
3. The investigator will handle the investigation in a timely manner and will complete the investigation within 10 school days of receiving the report. Some investigations will require more than 10 school days to complete, and in that event, the investigator will notify the parties if the investigation cannot be completed within 10 school days and will provide a reasonable estimate of the additional time needed to finish the investigation.

4. The investigator will notify the complainant and alleged harasser of the investigative findings in writing within 10 school days after the completion of the investigation.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

### **Harassment and Discrimination Investigation Procedure**

The investigator may request that the individual complete the Harassment and Discrimination Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information regarding the investigation will be kept confidential to the extent possible.

1. When a complainant submits a complaint the investigator shall:
  - a. Reasonably and promptly commence the investigation upon receipt of the complaint, pursuant to the timelines above.
  - b. Interview the complainant and the alleged harasser.
  - c. Interview witnesses as deemed appropriate.
  - d. Take any interim preventative measures necessary to ensure the safety of victims and the larger school community during the investigation.
  - e. Conduct a reliable and impartial investigation.
  - f. Take reasonable steps to prevent future occurrences of harassment.
  - g. Ensure that no retaliation is taken against individuals involved in the investigation process.
  - h. Allow the alleged harasser to file a written statement refuting or explaining the behavior outlined in the complaint.
2. A complainant who is not satisfied with the investigator's findings regarding a complaint may appeal the decision to the superintendent, or President of the Board of education if the superintendent was the investigator, no later than 10 days after receiving notification of the findings.
  - a. This appeal must be in writing.
  - b. The superintendent or Board President will review the record and issue written findings within 10 days of receiving the appeal.
  - c. Upon completion of this investigation, the superintendent or Board President will inform the complainant in writing of his or her decision.
3. Alleged Harassers who face discipline based on the findings of a discrimination or harassment investigation will be provided post investigative

procedures pursuant to the Nebraska Student Discipline Act or NEB. REV. STAT. §§ 79-824 to 79-842 as appropriate.

### **Head Lice and No-Nit Policy**

If a student is found to have Head Lice by the teacher, school nurse, office personnel, or principal, the parents/guardians will be notified and the child will be sent home and must have treatment. The recommended treatment is any type of over-the-counter insecticide lice shampoo containing pyrethrins. Such as “Nix Creme Rinse” which no longer requires a doctor’s prescription.

*First Head Lice Infestation:* The student may return to school with proof that insecticide head lice shampoo containing pyrethrins was used (empty box or bottle) and there is no visible sign of lice or nits. This makes the child no longer contagious.

*Second Head Lice Infestation:* If the student is sent back home a “SECOND” time within weeks of the first head lice infestation, a release by a physician will be needed before the child can be readmitted to school.

*Third Head Lice Infestation:* If the student is sent back home a “THIRD” time within weeks of the second head lice infestation, a release by a physician will be needed before the child can be readmitted to school and, according to the decision of the Principal, the Department of Health and Human Services will be contacted.

**ATTENDANCE:** When a student is sent home because of head lice, each will be counted absent from the time he/she leaves school until he/she returns. Southern Elementary attendance policy states: “*Students who are absent for more than twenty (20) school days during a school year will not receive academic credit for the current school year.*” If the twenty (20) absences are partly due to recurring head lice, then it is the decision of the Principal to turn the student’s attendance records over to the Department of Health and Human Welfare.

### **Head Lice Control at Home**

*First,* check all family members and individuals that are closely associated with infested individuals to determine the extent of the infestation. An infested person will most often have lice eggs (nits), which are about this size (.) firmly attached to the hair shafts, particularly around the back of the neck and behind the ears. Eggs or nits have a light tan or dandruff-like appearance. However, dandruff can easily be blown away, but lice eggs will stay attached to the hair shaft. You may also locate live head lice that are grayish to clear colored and are about this size (=) on the scalp.

*Second,* treat all infested individuals with either an over-the-counter insecticide head lice shampoo containing pyrethrins or you may obtain a stronger prescription shampoo through your physician. In either case, be sure to follow labeled or prescribed instructions completely since much of the success in

controlling these insects will depend on how well the treatment instructions are followed.

*Third*, use a fine-toothed, specially designed nit comb (metal combs are best) after each treatment to eliminate as many nits as possible from the hair, thus reducing the chance for head lice survival. These combs are available through any drug store.

*Fourth*, machine-wash in hot water (over 130 degrees F) all coats, hats, scarves, pillowcases and other clothing possibly coming in recent contact (48 hours) with the head of an infested person. Items that cannot be washed can be tightly sealed in plastic bags for two weeks, which will kill all eggs (nits) and live head lice.

*Fifth*, soak all combs, brushes and other hair care items for an hour in either an insecticide head lice shampoo solution or heat the articles in water to 130 degrees F for 5-10 minutes.

*Sixth*, thoroughly vacuum couches, chairs, mattresses and other furniture that may have been in contact with infested persons or garments. When lice are accidentally dislodged onto these objects, survival rarely exceeds two days. The eggs (nits) rarely hatch at room temperature.

*Seventh*, children should be encouraged not to share combs, brushes, caps, and other hair care and clothing articles that come in contact with the head.

*Eighth*, if it appears that the head lice are not being controlled by the shampoo treatment, switch to a different product and check to make sure ... ALL ... of the steps above are being followed.

*Note:* The above eight steps are recommended by the Nebraska Department of Health.

### **Health Problems**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, and the like.

### **Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are

such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

### **Homeless Children and Youth**

The school district 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 this policy to remove barriers to the enrollment and retention of homeless children and youth in the school district.

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mrs. Patty Goes. Students in homeless situations who require assistance should contact the liaison at 402-645-3326 or in person at 115 S. 11<sup>th</sup> Street, Wymore, NE 68466.

### **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. In case of injury or emergencies requiring immediate attention for the victim, every effort will be made to contact the parents obtaining permission to have the child treated by an available physician. Students

showing symptoms of a contagious disease will be sent home. School officials will require a physician's statement before allowing such students to return to school. Diseases could include: Measles, Rubella, Mumps, Chicken Pox, Scabies, Scarlet Fever, Impetigo, Ringworm, Pink Eye, and infectious Mononucleosis.

If your child is sick and exhibits a fever, do not allow them to return to school until they have been fever-free for 24 hours.

All students are required to furnish the school with emergency information, such as the family physician, where parents can be located, and other necessary emergency instructions.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

### **Initiations and Hazing**

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.

### **Interscholastic Participation / Academic Eligibility / Training Rules**

Southern Public Schools is a member of the Nebraska School Activities Association. Athletic coaches will post and review the eligibility standards each season. In regard to academic eligibility a student participating in any interscholastic contest must be in regular attendance and must have passed at least 20 credit hours for the immediate preceding semester in order to be eligible for participation at the varsity level.

Southern School Rules: Any student in grades 9 -12 failing two (2) or more classes will be ineligible to represent Southern Schools in interscholastic competition. Failing status will be reported each Monday on the down list, using cumulative quarter grades. The period of ineligibility will be from the Monday that failing status is reported through Saturday of the current school week. The first time each quarter that a student fails to meet the criteria for being eligible, he/she will be extended a

one-week "grace period" of eligibility to raise their grades to meet this policy. A return to the down list in any two (2) or more classes during that quarter will result in ineligibility.

Cheerleaders are subject to the weekly down list rule.

Varsity Band, Varsity Choir, Stage Band, and Swing Choir members are exempt from the Weekly Down List for District Music Contest only due to the credits allowed for these classes. Students who participate in solos or small groups are not exempt from the weekly failing requirement.

### **Leaving the Building**

A student needing to leave the building must obtain a permit from the office. A note from home or parental contact is necessary. The note must include the parental signature and the time the student is to be excused. Students who leave the school building during the day, unless they are accompanied by a staff member, must exit through the front doors. The office will make an attempt to contact the parents of a student who requests to leave for sickness or any other valid reason, in order to secure parental permission. If a student leaves the building during the school day for reasons other than medical, that student may be required to make up the time missed with the classroom teacher.

### **Lockers and Other School Property**

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

Lockers are assigned at the beginning of the school year by the principal. Students are not to change lockers without the permission of the principal's office. The lockers are the property of the school, and as such are subject to inspection by the administration at any time. Students will be charged for removal of locks which are not the school's. **Food items are not to be brought into the school, stored in lockers or in your possession, this includes before and after school, other than in special situations that have been approved by the administration.** Students may carry clear bottles for water.

Stickers placed on the outside of lockers are to be removed every quarter. The materials will be removed and destroyed on a regular basis. Students may place appropriate materials on the inside of the lockers.



## **Lost and Found**

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## **Medications**

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, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

### **Prescription medication**

1. Parents/guardians must provide a physician's written authorization for the administration of the medication.
2. Parents/guardians must provide their own written permission for the administration of the medication.
3. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

### **Non-prescription medication**

1. Parents/guardians must provide written permission for the administration of the medication.
2. The medication must be brought to the school in the manufacturer's container.
3. The container must be labeled with the child's name and with directions for provision or administration of the medication.

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.

## **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

## **Memorials**

Memorials or plaques honoring the deceased students are generally not allowed in or on the school grounds. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals will be allowed.

## **Money, Valuables and Other Possessions**

Students should turn lunch money, etc. over to the office promptly, for safekeeping. When it is necessary to send money to school with children, clearly mark the envelope with the child's name. The school cannot replace money and valuables lost at school. All lost and found items should be taken to, or claimed at the office. Items remaining at the end of the year are donated to a charitable organization.

No TRADING of personal belongings is allowed for any reason.

## **Movies**

At Southern Public Schools Elementary, the only movies that can be brought to school by a student must have a "G" rating. To watch a PG or PG-13 rated movie, the teacher must contact each parent and get written permission for that child to watch a specific movie.

At Southern Public Schools High School, to watch a PG-13 or higher rated movie, the teacher must contact each parent and get written permission for that student to watch the specific movie.

## **Participation in Activities Which Occur After School Hours**

Students must attend school for at least one half day to participate in any co-curricular activity which takes place after 3:36 p.m. on that day. This includes all athletic practices, athletic contests, music concerts, fine arts events, and any activity which is sponsored by the school. Extenuating circumstances must be approved in advance by the principal or in his/her absence the superintendent or athletic director.

## **Participation in Activities Which Occur During School Hours**

Completed pre-makeup slips are required for students to participate in the following school activities which occur during classroom time: Athletic activities including contests, speech contests, FBLA activities, Student Council activities, S-Club activities, and other group or organizational activities which are school approved but are not part of a graded class. Failure to complete a pre-makeup slip will exclude the students from the activity. Organizational Sponsors and Coaches are to make the pre-makeup slips available to students to sufficiently allow students to have time to complete the slips. The sponsors and coaches are to collect completed slips prior to the activity and are to inform the office of any student who has not completed the required slip. Those students will not be allowed to attend the activity.

Pre-makeup slips are not required for participation in classroom activities which occur during the school day. However, students are still responsible for making up work prior to the absence in other classes which will be missed. It is the student's responsibility to directly communicate with his/her teachers and to make sure that any required class work is received by their teachers prior to participating in the other classroom activity.

**If a student does not abide by these guidelines, zero's can be assigned to any work not submitted according to the guidelines.**

## **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

**Classroom Parties.** If school is canceled due to weather, Halloween, Valentine's, etc., parties will be held the first day students return to school.

**Party Invitations.** Any student having a party involving other students should give invitations to these students outside of school time. Party invitations will NOT be allowed to be handed out in school. If you are planning a party, or other group function, please make arrangements for students to reach your home other than on the school bus.

## **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.**

## **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Elementary students are not required to wear PE uniforms, but are encouraged to wear tennis shoes for P.E.

## **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

## **Picking Students Up During School Hours (ELEMENTARY SCHOOL ONLY)**

On days that school is in session, the area directly in front of the main doors is a Loading zone. Students may be dropped off in front of the school only. If you need to enter the school for business, vehicles are to be parked in the parking areas to the North and East of the Elementary, between the hours of 7:45 a.m. and 4:00 p.m. This is a SAFETY matter for your children; please abide by this by not parking in front of the school.

Students who are picked up by parents or who walk home after school will not be dismissed until all buses have left the loading zone. In emergencies such as doctor, dentist appointments, etc., parents/guardians must come into the building and personally escort their child/children from the building and walk them to their car while the school buses are in the loading zone.

## **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet for elementary students is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

## **Playground Rules (ELEMENTARY SCHOOL ONLY)**

In addition to the aforementioned policies and regulations, a list of playground rules also applies to all students. They are as follows:

1. TALK, WALK, or SQUAWK ... to settle all problems on the playground.
2. All playground equipment shall be used in an appropriate and safe manner.
3. Football/tag games shall be ... TOUCH ... only.

4. Do not throw objects on school property at any time (i.e. gravel, sand, sticks, snowballs).
5. Students must wear overshoes or rubberized boots to go off the blacktop in wet weather.
6. All students are to remain on the school playground at all times during recess.
7. Tumbling stunts are not allowed.
8. BALL PLAYING: Basketball hoops and backboards are for basketball games, NOT climbing. East blacktop hoops for 5<sup>th</sup> and 6<sup>th</sup>, West blacktop hoops for K-4 students. The north hoops are for 3<sup>rd</sup> grade or younger. Baseballs (hardballs) and bats are not allowed.
9. Student rights will be respected and observed. For safety reasons, teachers/paraeducators on playground duty are in charge and will handle any event not covered in these rules.
10. If any of the games being played become too physical in nature and injuries occur, that game will be subject to being banned from further play at the principal's discretion.

### **Pledge of Allegiance**

Rule 10 of the Nebraska Department of Education requires public school districts to establish a period of time during the school day when pupils will be led in the Pledge of Allegiance ("Pledge") in the presence of the flag.

At or near the beginning of each school day, students will either be led in reciting the Pledge either over the school building's public address system or in their classrooms by a staff member or by a willing student.

The district will ensure that a flag is present in any room in which students recite the Pledge. For purposes of this policy, "flag" means an authentic flag or a replica or picture of the flag of the United States of America which is visible to participating students.

Participation in the Pledge is voluntary. No student or staff member will be required to recite or lead the Pledge or be rewarded or penalized in any way for their choice whether or not to recite or lead the Pledge. Students and staff members who do not participate or lead the Pledge must sit or stand quietly and may not interfere with the rights of those who choose to participate.

Any student or staff member who violates any district policy or code of conduct regarding a person's decision to participate or not participate in the Pledge will face disciplinary consequences pursuant to district policy.

### **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with federal law. The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: No dates have been determined. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Disciplinary steps will be taken to enforce this guideline by teachers and administration including warning and parental conference.

Students refusing to comply with these standards or students who continue to violate these policies will be suspended from school until a conference can be arranged between parents, staff and administration.

### **Recording Policy**

Students are prohibited from making audio or video recordings on schools grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event except as provided in this policy or as otherwise required by law.

**Classroom Recordings.** Students may make audio recordings of classroom lectures, discussions, or activities:

1. For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;

2. For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
3. If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students.

**Non-classroom Recordings.** Students may make audio or video recordings pursuant to this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **School Day**

#### **School Hours for the Elementary School**

The school day for the Elementary students typically begins at 8:15 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 25 minutes

before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

**Students may not enter the school building before 7:45 a.m. The doors will remain locked until that time.** Students shall not remain in the building after school has been dismissed, unless they are under the supervision of a teacher or sponsor. A bell will ring at 8:15 a.m. indicating the start of the school day and all students should be in their assigned areas by, or before, 8:15 a.m. Any student arriving after 8:20 a.m. is considered tardy.

#### **Admittance to the Playground**

Supervision in the lunchroom begins at 7:45 a.m. and on the playground at 8:00 a.m. Children who walk, or children who are dropped off to school should not arrive before this time unless special arrangements have been made for supervision inside the school building.

### **School Hours for the Junior / Senior High**

#### **TIME SCHEDULE FOR CLASS PERIODS AND LUNCH**

8:05 a.m.	Students may enter building
8:08 a.m.	Warning bell
Period 1	8:10 a.m. - 9:01 a.m.
Period 2	9:04 a.m. - 9:55 a.m.
Period 3	9:58 a.m. - 10:49 a.m.
Period 4	10:52 a.m. - 11:43 a.m.
Period 5	11:46 a.m. - 1:16 p.m.
Lunch Times	(A) 11:46 a.m. - 12:16 p.m.
	(JH) 12:16 p.m. - 12:46 p.m.
	(B) 12:46 p.m. - 1:16 p.m.
Period 6	1:19 p.m. - 2:10 p.m.
Period 7	2:13 p.m. - 3:04 p.m.
IAP	3:09 p.m. - 3:38 p.m.

Students should not enter the main building before the 8:05 bell, unless they have made prior arrangements to meet with a teacher or have other valid reasons. Students arriving before 8:05 during inclement weather may enter the commons to wait until the 8:05 bell. All students should be in their first period class or study center before the 8:10 tardy bell rings. The school day ends at



3:38. Students who are not under the supervision of a coach or teacher and are not involved in an after-school extracurricular activity are to leave the building by 4pm. Students are prohibited from loitering in the commons area after school is dismissed for the day.

### **School Song**

We're loyal to you, Southern High \_\_\_\_\_  
to the red, white, and black, Southern High \_\_\_\_\_

We'll back you to victory 'til you're the champs,  
for we know you're the best, Southern High \_\_\_\_\_

You're the best in the land, Southern High \_\_\_\_\_  
We're backing you team, one and all \_\_\_\_\_

In all kinds of weather, we will all stick together  
for we're loyal to you, Southern High \_\_\_\_\_

### **Secret Organizations**

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

### **Self-Management of Diabetes or Asthma / Anaphylaxis**

The school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the School Nurse.

### **Self Responsibility and Regulations**

**Accident Insurance.** All students are given an opportunity to enroll in a school accident benefit plan. It is issued at the beginning of the year. Full-Time Coverage is a 24-hour plan provides coverage around the clock while at school, at home or away, including the summer vacation period. It includes coverage for all sports except Senior High football. It covers loss resulting (independently of sickness and all other causes) from accidental bodily injuries received by the insured while covered under the policy.

School-Time Coverage covers accidents occurring enroute to and from school, on school ground, or at sponsored activities are covered. This policy also covers all interscholastic and intramural athletics except Senior High football.

## **Services**

**Special Classes.** Southern Elementary, with the aid of ESU #5, provides special education Classes, Title 1, Speech and Language therapy, physical therapy, occupational therapy and computers.

**Counselor.** Southern School system has a K-6 counselor and a K-12 counselor. They will provide services both for the students and for the staff. Any problem or questions a teacher has pertaining to one of his/her students may be discussed with the school counselor. Through the Guidance Curriculum we aim to promote a “positive self concept” in students, assist in “educational achievement” and make students aware of “career and vocational opportunities”.

**Library.** The library should be the reference center of the school. All students are encouraged to use the library. A student may use the library for study, reading, or doing research.

## **Skateboarding, Roller Blading and Heelys**

In the interest of maintaining a safe injury-free environment and preventing damage to school equipment, skateboarding and rollerblading are prohibited on the sidewalks, driveways and playgrounds of the Southern Public Schools at all times. Heelys or Skate Shoes are at no time to be worn in the Southern Public Schools buildings.

## **Smoking and Tobacco**

Smoking, tobacco products and e-cigarettes are not permitted on school property, in school vehicles, or at school-sponsored events.

## **Special Education**

Southern Public Schools follows NDE Rule 51 for Sped Students. Southern Public Schools and approved cooperatives shall ensure that all children with verified disabilities, from birth through the school year in which the student reaches age twenty-one, including children who have been suspended or expelled from school, have available to them a free appropriate public education (FAPE) which includes special education and related services to meet their unique needs. Southern Public Schools’ and approved cooperatives’ responsibility to ensure the availability of FAPE includes ensuring the availability of FAPE for resident students in detention facilities, correctional facilities, jails and prisons.

## **Special Education Section 504**

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

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, LEARNING, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

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

### **Staff Qualifications**

Federal law gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the school district will give parents the following information about their child's classroom teacher:

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

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the federal requirements.

### **Standardized Testing**

NWEA test is administered annually in grades 2 through 11 to determine the students' achievement probability for individual success. Tests occur twice a year.

## **Student Assistance**

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

## **Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

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

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

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

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

## **2. Safety Equipment and Attire.**

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

## **3. Personal or Consumable Items.**

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

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

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

## **5. Extracurricular Activities.**

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

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

- Student activity card \$30  
Covers admission to all extracurricular events
- Student participation fee \$0

Required of all students who participate in athletics and/or other extracurricular activities

- Future Business Leaders of America \$100
- National Honor Society \$100
- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$350.
- Football Students must provide their own football shoes, undergarments, and mouth guards
- Golf students must provide their own golf shoes, undergarments, and clubs
- Softball students must provide their own shoes, gloves, and undergarments
- Science Club \$50
- Art Club \$50
- Spanish Club \$50

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

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

## **7. Transportation Costs.**

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

The maximum dollar amount of the transportation fee charged by this district shall be \$100.

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

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0.15 per page for reproduction of student records.

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

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$0.

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

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

The maximum dollar amount charged by the district for summer and night school shall be \$0.

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

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

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

- Breakfast Program – Grades K-8
  - Regular Price       \$2.00
  - Reduced Price       \$0.30
  
- Breakfast Program – Grades 9-12

- Regular Price           \$2.00
- Reduced Price         \$0.30
  
- Lunch Program – Grades K-8
  - Regular Price         \$2.90
  - Reduced Price         \$0.40
  
- Lunch Program – Grades 9-12
  - Regular Price         \$3.00
  - Reduced Price         \$0.40

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

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

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
  
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200

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

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25.

**C. Waiver Policy.**

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



any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

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

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

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

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

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

**Student Fee Waiver Policy**

The Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward

graduation or advancement between grades, and in which participation is not otherwise required by the school district.

2. Post secondary education costs means tuition and other fees associated with obtaining credit from a post secondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities.
3. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
4. Copies of student files or records as allowed by state statute;
5. Reimbursement to the district for property lost or damaged by the student;
6. Summer school or night school; and,
7. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches may be provided with a musical instrument of the school's choice.

Waivers shall be provided to students per request, who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Post secondary education costs; and,
- Summer school or night school.

### **Student Guests**

With the exception of parents/guardians, students are not allowed to have visitors accompany them to classes. A teacher may invite a student guest for a specific curriculum purpose, however; the guest's visitation must be approved by the administration.

## **Student Photograph and Video Policy**

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from their building principal. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

## **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home and the like, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

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 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, psychologists, 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.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

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

**Confidentiality in Counseling and Guidance.** The school district provides students with a certificated school counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

**Directory Information.** FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

Name and grade, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class

work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 23, 2013.

**Non-Directory Information.** All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

**Transfer of Records Upon Student Enrollment.** Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

**Complaints.** Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the federal office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

### **Tardiness**

Students who are tardy to class have a negative affect, not only on their class work, but also upon the work of other students by disrupting the class session upon their entrance into the classroom. In order to provide for more time on task by all students the following procedure is instituted for handling of tardy students. Excessive tardies will be determined by the principal and may be subject to further discipline.

In addition to classroom rules set by the teacher regarding tardies, 3 tardies will equal one absence in the class. A tardy is defined as being late to class without a valid excuse. A student who is tardy longer than 15 minutes will be issued an absence for that class period by the teacher. The absence may be an excused absence or may be an unexcused absence according to the teacher's guidelines.

### **Teacher Parties**

Students planning a birthday party for a teacher need to talk to the principal before making plans. The principal will inform the students about teacher party guidelines.

### **Telephone Calls**

Unless an "emergency" arises, students will not be given permission to use the phone. If a teacher gives permission, the office secretary will make the call. Also, the secretary will dial all long distance personal calls for students and charges may be reversed.

Parents are asked not to call, except to leave a message, unless it is an emergency. The office will take a message and relay it to the student. The phone in the office is a business phone and should not be used for friendly chats.

### **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students and parents are urged to immediately report to a member of the administration any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment. Students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

## **TITLE I**

### **Southern Public Schools Policy on Parental Involvement in the Title I Project**

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.

Southern Public Schools agrees to implement the following statutory requirements:

1. Southern Public Schools will put into operation programs, activities and procedures for the involvement of Southern Elementary parents in Title 1, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA) and federal law. The programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with federal law, Southern Elementary will work to ensure that the required parent involvement policy meets the requirements of ESEA, and includes a school-parent compact consistent with section 1118(d) of ESEA.
3. Southern Public Schools will include this district wide parental involvement policy into its LEA comprehensive plan developed under section 1112 of ESEA.
4. In carrying out the Title 1, Part A parental involvement requirements, Southern Public Schools and Southern Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required by federal law in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title 1, Part A is not satisfactory to the parents of participating children, Southern Public Schools will submit any parent comments with the plan when the district submits the plan to the Nebraska Department of Education. Southern Public Schools will involve parents of children served in Southern Elementary's Title 1 program in decisions about how the Title 1, Part A funds reserved for parental involvement are spent.
6. Southern Public Schools will be governed by the following statutory definition of parental involvement, and expects that Southern Elementary will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, when appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities , such as described in section 1118 of the ESEA.*

Southern Public Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

1. Southern Public Schools shall convene three meetings (Fall, Winter, and Spring) to which all parents of Southern Elementary children shall be invited. The purpose of these meetings is to explain to parents the program and activities provided with Title I funds; inform parents of their right to consult in the design and implementation of the Title 1 program; discuss and review the parent policy and school compact; and provide parents an opportunity to establish mechanisms for maintaining ongoing communication among parents, teachers and administration. A Parent Involvement Committee will be established at the Fall meeting with willing parents as members with the intent to plan, participate and direct parent involvement activities.
2. Southern Public Schools will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among Southern Elementary, parents, and the community to improve student academic achievement, through the following activities specifically described below.
  - (A) Southern Public Schools will, with the assistance of Southern Elementary, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—
    - Nebraska's academic content standards,
    - Nebraska's student academic achievement standards,
    - Nebraska and Southern Public Schools academic assessments including alternate assessments,
    - Requirements of Part A,
    - How to monitor their child's progress, and
    - How to work with educators.



- (B) Southern Public Schools will, with the assistance of Southern Elementary, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.
- (C) Southern Public Schools will, with the assistance of Southern Elementary and parents, educate its teachers, pupil service personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
- (D) Southern Public Schools will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Even Start and Southern Developmental Preschool and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
- (E) Southern Public Schools will take the following actions to ensure that information related to the school and parent-programs, meetings and other activities, is sent to the parents of all children in an understandable and uniform format, including alternative formats upon request, and, to extent practicable, in a language the parents can understand.

### **Title I Supplement, Not Supplant Policy**

The district will use Title I funds to Supplement, Not Supplant, state and local funds that would, in the absence of Title I funds, be spent on Title I programs. The district will ensure that Title I funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title I funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title I programs. Title I professional development will not duplicate that which the district provides for non-Title I purposes which, in the absence of Title I funds, would be provided to all staff.

### **Title IX Notice**

It is the policy of Southern School District #1 not to discriminate on the basis of sex in the educational programs, activities, or programs as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to: Dr. Christopher Prosofski, 115 S. 11<sup>th</sup> Street, Wymore, NE 68466.

Telephone: (402) 645-3326 or to the Director of the Office for Civil Rights, Department of Education, Washington, DC.

## TITLE IX GRIEVANCE PROCEDURES

**PURPOSE:** These procedures are intended to secure prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX"), and violation of District policies that prohibit these types of discrimination. These procedures apply only to complaints alleging discrimination prohibited by Title IX. These procedures shall be available in every school site administrative office, posted on the District website, and included in student handbooks.

### **I. DEFINITIONS:**

**A. "Complainant"** - A complainant is a student or employee of the District who submits a complaint alleging discriminatory action or treatment prohibited by Title IX.

**B. Respondent"** - the person alleged to be responsible for the prohibited conduct alleged in a complaint.

**C. "Day"** - The calculation of days in complaint processing, except as otherwise expressly provided, shall exclude Saturdays, Sundays, and federal, state and school holidays or closures.

**D. "Title IX"** of the Educational Amendments of 1972 - No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Sex discrimination under Title IX includes sexual harassment and sexual violence.

**E. "Sexual Harassment"** – Conduct occurring between any persons, including members of the same sex, that: (1) is sexual in nature; (2) is unwelcome; and (3) denies or limits a student's ability to participate in or benefit from a school's education program. Sexual harassment may include acts of sexual violence. It is a form of sex discrimination prohibited by Title IX.

**F. "Sexual Violence"** - Physical sexual acts occurring between any persons, including members of the same sex, perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

**G. "Complaint Submission Date"** - the date on which a written complaint was received by the Responsible Administrator.

**H. "Responsible Administrator"** - The administrator designated by the Superintendent, as appropriate.

**I. "Neutral and objective investigator/administrator"** - an administrator or designated investigator who is not the subject of a complaint or a Complainant.

## **II. PROCEDURAL REQUIREMENTS.**

**A. Time Limits.** A complaint under this procedure should be filed after the time of occurrence of the alleged violation(s) of Title IX. The failure of a complainant or appellant to comply with any time limitation in the complaint procedure may result in dismissal of the complaint and/or denial of the appeal. Dismissal shall not preclude the complainant's right to pursue the complaint through other appropriate external agencies. If a district representative fails to comply with any time limitation in the complaint procedure, the Complainant may immediately proceed to the next level permitted by these Procedures.

**B. Service.** Service of any notice or decision provided for under this procedure shall be deemed effective on the person served as of the date of delivery, if personally served, faxed or emailed, or effective three (3) calendar days after deposit by first class mail if delivered by mail.

### **C. Confidentiality.**

1. Confidentiality will be maintained to the greatest extent possible. Any information gathered during an informal procedure may be used during a formal procedure, if one is initiated. While there can be no assurance of complete confidentiality, complaints under this procedure will be treated as sensitive information not to be shared with others except in limited circumstances. Examples of exceptions to maintaining confidentiality include: information required by law to be reported; information imparted to others in supervisory positions in order to further an investigation or halt a discriminatory practice; and information given to the respondent so that he or she will have sufficient information to respond to the allegations.

2. The District will take all reasonable steps to investigate and respond to a complaint consistent with a request by the complaining party not to disclose his/her

name. However, such requests for confidentiality may limit the District's ability to investigate and respond adequately to the allegations raised in the complaint.

3. Requests for confidentiality, therefore, will be evaluated in the context of the District's responsibility to provide a safe and nondiscriminatory environment for all students, and the request will be weighed against whatever factors the District deems relevant, including, without limitation: the complainant's age; circumstances that suggest there is an increased risk of future acts of harassment and/or sexual violence under similar circumstances; and whether the District possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

4. All parties to a grievance, including the Complainant, Respondent and witnesses, have privacy interests and, therefore, all parties should be cautioned not to divulge or publicize the nature of the proceedings or the identity of those involved outside the scope of the investigation.

### III. INFORMAL AND FORMAL PROCESSES.

A. INFORMAL RESOLUTION PROCESS: Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process, and the informal resolution process shall not be considered a precondition for the filing of a formal written complaint pursuant to Section III.B., below.

1. A written request for informal resolution must be made within twenty (20) days of the date of the alleged incident. The school principal or designee shall determine whether the nature of the problem is such that it is likely to be resolved by agreement on an informal basis.

2. Methods for informal resolution may include, but are not limited to, coaching the person on ways to directly address a situation which is causing a problem; mediating the dispute with the parties; developing written behavior expectations of the alleged offender to redirect conduct; assisting with the resolution of a real or perceived problem; or arranging a documented meeting with the alleged offender that involves a discussion of the sex discrimination and sexual harassment policies and requirements for compliance.

3. The principal or designee shall document any informal resolution, and a copy of such documentation shall be forwarded to the Title IX Coordinator within three (3) days of resolution. The informal resolution will be documented and provided to the Title IX coordinator within three (3) days.

**B. FORMAL COMPLAINT PROCEDURES:** Except as provided in Step 3(c) below, a complainant who does not use the informal resolution process and wishes to pursue the matter must file a formal written complaint within twenty (20) days the date of the alleged incident. A Complainant who is not satisfied with the outcome of the informal resolution process and wishes to pursue the matter further shall file a written complaint within twenty (20) days of the conclusion of the informal resolution process. The initiation of the formal complaint procedures requires the filing of a written complaint. All written complaints regarding harassment or discrimination of students or employees in violation of Title IX shall be submitted to Superintendent Chris Prosocki, [cprosocki@southernschools.org](mailto:cprosocki@southernschools.org).

#### Step 1 - Reporting Complaints.

(a) The Complainant may obtain a Complaint Form from the any principal or the school office. A complaint form also may be copied from a student handbook. The Complainant may attach a written narrative to the form explaining the nature of the complaint. The Complaint Form or narrative shall contain information that describes the conduct that has violated prohibitions against sex discrimination, including sexual harassment and sexual violence, and identify with reasonable particularity the respondent(s) and any witnesses to the alleged conduct.

(b) Any District employee who either reasonably believes a student has been discriminated against based on sex or who receives a complaint of sex discrimination, harassment or violence from a student must immediately submit the Complaint Form to the Responsible Administrator. This reporting obligation is in addition to a school employee's reporting obligations to appropriate officials pursuant to law and the District policy.

(c) If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Responsible Administrator shall ask for such details in an oral interview. In the event the Complainant is a student with disabilities, the Responsible Administrator will carefully review the reporting student's IEP or 504 plan to determine what specific accommodations that child should have to aid in their reporting.

**Step 2 - Determining Applicability of the Procedures.** The Responsible Administrator shall initially review the written complaint to determine whether the matter falls within the scope of these procedures. Within five (5) days after the Complaint Submission Date, the Responsible Administrator shall initiate an investigation of the matters alleged, or inform the Complainant in writing that the matters alleged in the complaint are not within the jurisdiction or authority of the District to investigate and that the District will not carry out any further

investigation. If the matter does not involve allegations of discrimination within the scope of these procedures, the Responsible Administrator shall forward the matter to the proper District administrative authority for review, if appropriate.

### Step 3 - Investigation.

(a) The Responsible Administrator shall oversee that an adequate, reliable and impartial investigation of the complaint is conducted by the principal or designee of the school site where the student is enrolled, the employee is assigned, and/or where the alleged discrimination occurred.

(b) In order to provide a neutral and objective investigation, neither the Responsible Administrator, nor the principal or designee conducting the investigation shall be a party to the complaint in the investigation.

(c) If the principal or his/her designee is not a neutral party, the Responsible Administrator shall designate a neutral and objective administrator to conduct the investigation. In the event that the Responsible Administrator is not a neutral party, the Superintendent shall designate a neutral and objective administrator to oversee the investigation.

(d) In conducting the investigation, the designated investigator shall interview all parties identified in the complaint and other witnesses that the investigator determines may provide information relevant to resolving the complaint allegation(s). Both the Complainant and Respondent shall have the opportunity to identify witnesses to be interviewed and provide documentation or other evidence for the designated investigator to review.

(e) The Responsible Administrator shall consider the evidence compiled by the designated investigator and take whatever additional actions the Responsible Administrator deems necessary to complete the investigation. (f) The Responsible Administrator will maintain documentation of all proceedings, which may include written findings of facts, transcripts, notes, or audio recordings.

### Step 4 - Notice of Resolution.

(a) Notice. The Responsible Administrator shall notify both the Complainant and Respondent in writing within thirty (30) days from the Complaint Submission Date of the results of the investigation.

(b) Written Determination. The Responsible Administrator shall consider the totality of the evidence and determine whether the preponderance of the

evidence establishes that the alleged discrimination occurred (i.e., it is more likely than not that discrimination/sexual harassment/sexual violence occurred).

(i) If the Responsible Administrator determines that the preponderance of the evidence does not support the allegations of discrimination, the Complainant may appeal the determination pursuant to Step 5, below.

(ii) If the Responsible Administrator determines that the preponderance of the evidence supports the allegations of discrimination by the Respondent, the Responsible Administrator shall provide written findings and conclusions supporting the determination. In addition, the written determination shall make recommendations for (A) immediately ending the discriminatory conduct; (B) ways to remedy the discriminatory effects of any discriminatory behavior on the complaining party and, if applicable, the District's educational environment, and (C) the steps to be taken to prevent the recurrence of any discriminatory or harassing conduct found to have occurred.

The recommendations of the Responsible Administrator shall become final and shall be implemented unless either party appeals as provided in Step 5 - Appeal Rights.

#### Step 5 - Appeal Rights.

(a) A party not satisfied with the resolution in Step 4, above, may submit a written appeal within five (5) days to the Superintendent. The written appeal shall state with particularity the nature of the disagreement, the reasons underlying such disagreement, and how the outcome would be changed by reconsideration of the determination.

(b) The Superintendent or designee shall conduct a review of the record to determine whether the preponderance of the evidence supports the determination. The Superintendent or designee shall issue a written decision and mail it to the parties within ten (10) days of the receipt of the appeal. The Superintendent's decision is a final decision.

#### Step 6 - Complaints to an External Agency.

A person who is not satisfied with the Superintendent's decision in Step 5 may file a complaint with or secure information from the Office for Civil Rights in Kansas City, Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Telephone: (816) 268-0550; Facsimile: (816) 268-0559, [Email: OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

**IV. DISCIPLINE.** Employees and students may be disciplined if it is determined through this procedure that discriminatory action, treatment, harassment or retaliation for complaining, has occurred in violation of federal or state laws or District policies. The Responsible Administrator shall refer the matter to the appropriate District administrator to initiate disciplinary proceedings against the Respondent.

**A. Students.** If the recommended disciplinary consequences involve either a long-term suspension or expulsion, the student is entitled to pursue the hearing and appeal rights pursuant to Nebraska's Student Discipline Act.

**B. Employees.** If the disciplinary consequence involves discharge or termination, the employee's hearing and appeal rights will be governed by Nebraska law and District policies.

#### **V. NO RETALIATION**

A. Students, employees or parents who make complaints in good faith, shall be free from retaliation, coercion, and reprisal in seeking resolution of their complaint. Further, persons acting as witnesses to a complaint in good faith, shall be free from reprisal.

B. Retaliation is a separate violation distinct from the initial underlying harassment or discrimination allegation. Claims of retaliation, submitted in good faith and in writing to the Responsible Administrator, shall be investigated pursuant to these procedures. Individuals who engage in retaliation will be subject to discipline, regardless of whether there has been a finding of cause for the underlying complaint.

#### **VI. FALSE COMPLAINTS.**

A. Individuals who knowingly file a false or misleading complaints alleging harassment, discrimination or retaliation are subject to appropriate disciplinary action, including, but not limited to, dismissal of the complaint.

B. If the preponderance of the evidence supports a finding that the Complainant submitted a false or misleading complaint alleging harassment, discrimination or retaliation, the complaint will be dismissed, and the student or employee who submitted the complaint will be recommended for discipline in a manner consistent with the District's policies.



## **VI. RELATIONSHIP OF THESE PROCEDURES AND TIMELINES TO LAW ENFORCEMENT ACTIVITIES.**

A. Nothing in these Procedures should in any way be deemed to discourage the Complainant from reporting acts subject to these Procedures to local law enforcement. If the Complainant files a criminal complaint, the Responsible Administrator should not wait for the conclusion of a criminal investigation or criminal proceeding to begin the District's own Title IX investigation.

B. Although the District may need to delay temporarily the fact-finding portion of a Title IX investigation while local law enforcement officials are gathering evidence, it is important for the Responsible Administrator to understand that during this brief delay in the Title IX investigation, the District must take interim measures to protect the Complainant in the educational setting. The District should also continue to update the parties on the status of the investigation and inform the parties when the District resumes its Title IX investigation

## **VII. INTERIM MEASURES PENDING FINAL DETERMINATION OF THE COMPLAINT.**

A. Title IX requires the District to take steps to ensure equal access to its education programs and activities and protect the complainant as necessary, including taking interim measures before the final outcome of an investigation. The District should take these steps promptly once it has notice of a sexual harassment or sexual violence allegation and should provide the complainant with periodic updates on the status of the investigation. The Responsible Administrator should notify the complainant of his or her options to avoid contact with the alleged perpetrator and allow the complainant to change academic and extracurricular activities as appropriate. The Responsible Administrator should also ensure that the complainant is aware of his or her Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance, and the right to report a crime to local law enforcement.

B. The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case. The Responsible Administrator should consider a number of factors in determining what interim measures to take, including, for example, the specific need expressed by the complainant; the age of the students involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the class, transportation, or extra-curricular activities; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

## **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

**Transportation to School.** Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Elementary Principal will schedule bus routes, and questions concerning them should be directed to that office.

**Bus Regulations and Discipline.** All students in the Southern Public Schools who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior, which distracts the driver, is a very serious hazard to the safe operation of the bus, and as such, jeopardizes the safety of all the passengers. Students must understand that riding the bus is a privilege, not a guaranteed right, provided by the district.

Students riding the bus will have a set stop in the morning and afternoon. We will not deviate from the set stop. If your student needs to go somewhere else afterschool (that is not their assigned stop) you will need to make other arrangements, only emergency situations will be considered by the administration and or transportation director. Normal designated stops are the Elementary and High School locations or the student's assigned stop.

1. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils must be on time. The bus cannot wait beyond the regular scheduled time.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Pupils must not try to get off the bus, or move about within the bus while it is in motion.
6. Pupils must observe instructions from the driver when leaving the bus.
7. Any damage to a bus by a student must be paid for by the student responsible for the damage.

8. Glass items are to be protected against possible breaking and injury to riders.
9. Pupils must not at any time extend arms or head out of bus window.
10. The driver will not discharge riders at places other than the regular bus stop near the home, or at school.
11. Inflated balloons are not allowed on the bus.
12. Except for ordinary conversations, classroom conduct is to be observed along with all School District #001 rules and regulations.

**Common School Bus Infractions.**

1. Defiance of School Rules
2. Talking at R.R. Crossings
3. Profanity
4. Refusing to Obey Driver
5. Throwing Objects Out of Bus
6. "Horseplay"
7. Failure to Remain Seated
8. Throwing Objects on Bus
9. Disrespect to Others
10. Bothering Others
11. Hanging Out of Windows
12. Loud Distracting Talk / Noises

If a student is cited and officially written up (school bus incident report) for any of the above infractions the following procedure may happen:

- 1<sup>st</sup> Offense..... Parents are notified.
- 2<sup>nd</sup> Offense ..... Conference with the Principal. Permanent assigned bus seat.
- 3<sup>rd</sup> Offense ..... Student will be removed from riding the school bus for one week (5 school days).
- 4<sup>th</sup> Offense ..... Student will not be allowed to ride the school bus for thirty (30) school days.
- 5<sup>th</sup> Offense ..... Student will not be allowed to ride the bus for the remainder of the school year.

Disciplinary action will be taken when students fail to follow any of the above rules and regulations, which by the severity of the infraction, may result in “immediate” suspension from the bus by decision of the Superintendent and/or the Principal.

**Use of Buses.** It is the policy of the school to use buses for transportation of students to activities away from school. The only exception is when small groups attend meetings, which require the use of only one or two cars. When a student or students ride a school vehicle or a school approved vehicle to a school sponsored function, they must ride home on that vehicle, unless they are released into the custody of their parents or legal guardian under one (1) of the following conditions.

1. The parent or legal guardian (in person) gives a written note to the activity sponsor at the site of the activity.
2. The activity sponsor has been notified by the Principal or Superintendent, that the student is to be excused from riding home on the school vehicle.

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.

- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

- b) **Consequences.** Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

- c) **Records.** Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless emergency extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend.

**Transportation to Activities.** The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

**Student Transportation.** It is the district's policy to provide bus or van transportation for students participating in school activities. Occasionally, however, students may need to be transported in private vehicles driven by teachers, coaches or parents. Students must ride in school provided transportation to participate in the activity.

When a student, or students ride in a school vehicle or a school approved vehicle to a school sponsored function, they must ride home in that vehicle unless they are released into the custody of their parent or legal guardian under one (1) of the following conditions.

1. The parent or legal guardian (in person) gives a written note to the activity sponsor at the site of the activity.
2. The activity sponsor has been notified by the principal or superintendent, that the student is to be excused from riding home in the school vehicle.

Option enrollment students may be eligible for reimbursement of transportation costs to attend school. Interested parties are to contact the office of the superintendent of schools to obtain further information.

### **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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Visitors**

All visitors (this does not include registered students or Southern Board of Education members) who are not employed by the Southern School District who enter the elementary & secondary buildings must go immediately to the principal's office. All persons must then sign their name on the ledger provided at the main desk including arrival time. Upon departure from the building they are to note on the ledger the time that they are exiting the building. This procedure is to be followed between the hours of 8:00 a.m. and 4:00 p.m.

Any visitor who will be leaving the principal's office to go to other areas in the building must be issued a visitor's pass, which the visitor must display when in the building. This pass must be returned to the Principal's office at the time the person exits the building.

On special event days, like the Grandparents Luncheon, Awards Ceremonies, and other special activities etc. the above does not apply.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to snow or ice. School closings will be announced on a public announcement that can be found on **KWBE** and **KNDY** Radio, **KOLN/KGIN-TV** Channel 10, **KLKN-TV** Channel 8, and **Southern Public School's IRIS Alert system**.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office but please be advised that this may not be considered an excused absence.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

### **Wellness**

Southern School District 1 promotes education and activities which are designed to foster healthy lifestyles which are essential for students to achieve their full potential. The district will maintain a Wellness Subcommittee of its Curriculum and Americanism Committee to develop and monitor its Wellness and Nutrition Guidelines. Such guidelines for wellness and nutrition have the following four main components:

**1. Nutrition Standards.** Academic performance and quality of life issues are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

(a) Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Student Lunch/Breakfast Program or contracted vendors. Menu and product selection will utilize student, parent, staff and community advisory groups whenever possible.

(b) Student Lunch/Breakfast Program policies and guidelines for reimbursable meals will not be more restrictive than federal and state regulations require.

(c) A la carte offerings to students will be nutritious and meet federal recommended guidelines and will be selected with input from students, parents and staff.

(d) Vending Machines.

1) Southern Public Schools has not provided snack vending machines for student consumption. Any such snack vending machines which might be installed in the future will provide only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following: 300 or fewer calories; six grams of fat or less, one or more grams of fiber, at least 10% of RDA of calcium, iron, vitamin A or vitamin C.

2) Vending machines where student meals are served or eaten will not include carbonated beverages to be sold during the school day.

3) All beverage vending machines in secondary school public areas and all faculty/staff areas at school and district sites will include:

a. water

b. 100% fruit juice

c. non-carbonated drinks with less than 150 calories per container

d. no more than 1/2 of the choices will be carbonated drinks

4) The beverage vending machines may also include:

a. non-fat, low-fat, plain or flavored milk or yogurt in 16 ounces or less servings

b. other non-carbonated drinks

c. Food sales by organizations outside of normal school hours such as concession stands and bake sales will be exempt from the requirements of these regulations.

d. Nutrition services will support classroom activities for all elementary students that include hands-on applications of good nutrition practices to promote health and reduce obesity.

**2. Nutrition Education.** Nutrition education and healthy living skills will be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.



- (a) Southern Public Schools will provide for an interdisciplinary, sequential skill-based health education program that includes nutrition education based upon National standards and benchmarks for all grades.
- (b) Students will have access to valid and useful health information and health promotion products and services.
- (c) Students will have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.
- (d) Students will be taught communication, goal setting and decision making skills that enhance personal, family and community health.

### **3. Nutrition Education and Promotion.**

Southern Public School District aims to teach, encourage and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- (a) Is offered at each grade level to all students, including those with disabilities, special health care needs and in alternative education settings;
- (b) Is encouraged in not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- (c) For the elementary classrooms, the following topics are encouraged: proper hand washing; importance of drinking adequate water; food groups; trying new foods/importance of eating a variety of foods; feeling full and chewing thoroughly; serving sizes; relationship of food intake (energy intake) and physical activity (energy output); nutrition facts label reading; choosing healthful foods using cafeteria meals; foods that contribute to body health and foods that contribute to poor health, including oral health, healthy body image, agricultural origins of common foods; basic food preparation skills, and basic food storage;
- (d) For the junior high and high school classrooms, the following topics are encouraged: basic food safety (preparing, cooling, reheating); basic nutrient requirements; relationship of nutrients in food to good health and long term risks of unhealthful food selections; dietary guidelines and personal eating plans; importance of meals and how meal time contributes to family life; eating patterns in various cultures; balanced and unbalanced meals in the student's own eating pattern, evaluating fad diets and healthful ways to lose/gain weight; eating disorders and evaluating health claims on food labels;
- (e) Administrators will inform teachers about opportunities to attend training on nutrition and the Importance of role modeling healthful habits for students
- (f) Enables teachers to secure recommended nutrition resources in adequate quantities for their students and;

(g) Enables teachers to access nutritional resources via Nebraska Action for Healthy Kids website and the Nebraska Department of Education Nutrition Services website.

**4. Physical Education and Activity.** Physical education and physical activity will be an essential element of Southern Public Schools instructional program. The program will provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

(a) Physical Education Program. The physical education program will be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program will consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

(b) Students will be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.

(c) Students will be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

**5. Other school-based activities designed to promote student wellness:**

**Healthy and Safe Environment.** Southern Public Schools promote a healthy and safe environment for all, before, during and after school. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

(a) School buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, including environmental air quality, and be kept inviting, clean, safe and in good repair.

(b) Schools and district offices will maintain an environment that is free of tobacco, alcohol and other drugs.

(c) Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.

(d) Each work site, school and classroom will work to create an environment where students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

**6. Social and Emotional Well-Being.** Southern Public Schools will promote programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.

(a) The district will provide a supportive environment that includes guidance, counseling, and school social work services that encourages students,

families and staff to request assistance when needed and links them to school or community resources.

(b) Students will be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.

(c) Students will be taught to understand and respect the differences in others and how to build positive interpersonal relations.

(d) Students and staff will be encouraged to balance work and recreation and helped to become aware of stressors which may interfere with health development.

**7. Health Services.** Southern Public Schools will provide an effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.

(a) Primary coordination of health services will be through a trained school health care practitioner with the support and direction of the school district and the Nebraska Department of Health and Human Services.

(b) Southern Public Schools will collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.

(c) Southern Public Schools will provide a coordinated program of accessible health services to students and staff which will include violence prevention, school safety, communicable disease prevention, health screening, community health referrals, and immunizations, parenting skills, first aid and other priority health education topics.

**8. Family, School and Community Partnership.** Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

(a) Family, student and community partners will be included on an ongoing basis in school and district wellness planning processes.

(b) The equality and diversity of the school and district community will be valued in planning and implementing wellness activities.

(c) The Southern School District will continually develop and maintain community partnerships as a resource for school and district programs, projects, activities and events.

(d) The Southern School District will actively develop and support the engagement of students, families and staff in community health enhancing activities and events at school or throughout the community.

**9. Public Notification:** Southern Public School District will provide information on the implementation of the school wellness policy through school newsletter and school website and in-service educational programs.

**10. Monitoring and Evaluation:** The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.

(a) The elementary and high school principals or designee will ensure compliance with those policies in their school and will report on the school's compliance to the school district superintendent or designee.

(b) School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent.

(c) The Superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies based on both elementary and high school input. That report will be provided to the school board and also distributed to the wellness team, school principals and school health services personnel in the district.

(d) The district will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation at least every three years.

### **Withdrawal From School**

Students who are moving from the district must notify the school office.

### **Work Permits**

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

### **Work Release**

A work release option is available to seniors who are meeting and who continue to meet requirements for graduation in their senior year. The purpose of this program is to allow students school time to work at some type of a business to further their employability skills. A complete set of guidelines is available from the high school counselor or principal.

**SECTION TWO**  
**SOUTHERN ELEMENTARY LEARNING COMPACTS**

**Parent-School Learning Compact**

I, as a caring parent/adult, understand that my child's education is important and that my participation is essential for his/her success. I therefore agree to the help by taking the following responsibilities:

1. Support the ideas that education is important and essential.
2. Provide guidance and support in school activities.
3. Provide my child with an environment that is conducive to study and encourage my child to complete homework.
4. Provide a healthy diet and make sure my child has an adequate amount of sleep on a regular basis.
5. Make certain my child attends school regularly and is on time.
6. Spend at least 15 minutes a day reading or talking with my child about relevant events in my child's life.
7. Support, communicate, and work with the teachers and school staff on an ongoing basis to be involved and support my child's learning.

**Student-School Learning Compact**

I, as a Southern Elementary student, understand that my education is important to me and that to become a better person and to succeed I must do the following:

1. Eat a healthy diet and get plenty of rest.
2. Attend school regularly unless I am sick.
3. Be respectful to myself, other students, teachers and school staff.
4. Be responsible for my own behavior.
5. Get my schoolwork finished and handed in on time.
6. Work to keep my school neat, clean and a safe place to learn.

### **Teacher-School Learning Compact**

I, as a Southern Elementary teacher, understand the importance of education and my responsibilities to assist, guide, motivate and instruct students. I will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Encourage the belief that all students can learn.
3. Show respect to all students, their families and all school staff.
4. Enforce school and classroom rules fairly.
5. Make certain each child, knows what is expected from them.
6. Be prepared to teach.
7. Communicate effectively and regularly with parents on their child's progress.
8. Provide opportunities for parents to be involved in the education of their children
9. Conduct myself in a professional manner at all times.

## **SECTION THREE**

### **ACADEMIC INFORMATION**

#### **Credit for Non-Academic Work**

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

#### **The Elementary School Grading System**

The Superintendent and/or Elementary Principal shall determine the grade in which a pupil shall be classified. The final report of school-marks for the year shall state the grade in which the pupil will be placed at the beginning of the following term.

The promotion of a pupil from one elementary grade to the next higher grade will generally be based upon the achievement of the pupil - that is upon the pupil's grades. Factors other than grade averages may be considered in the case of a pupil whose achievement level is not satisfactory. In each instance when a teacher questions the advisability of promoting a pupil, the matter will be referred to the Elementary Principal, and if deemed necessary, the Superintendent, will confer and consider all the factors concerning the pupil before the question of promotion or retention of the pupil is decided.

The Elementary Principal and/or Classroom Teacher shall be responsible for notifying parents of children in jeopardy or being retained. This shall be done as early as possible.

A "NEW" student in our school system will be placed by the Superintendent and/or Elementary Principal in the grade in which that pupil was classified in his/her previous school. However, after an appropriate period of time, the Superintendent and/or Elementary Principal retain the right to reassign a student to a grade level, class, or teacher most appropriate for the academic, social, and emotional development.

Grade placement of students transferring from an approved or non-approved school (home-schooled) shall be the responsibility of the Superintendent, Elementary Principal, or Board of Education in instances where procedural due process is present.

The following criteria shall also be used in making this determination:

1. Formal testing/achievement test scores/grades.
2. Student's chronological age/emotional and physical maturity of the student.
3. Student Assistant Team recommendations.

## Grading System

Kindergarten	A - Almost Always S - Sometimes N - Not Yet
Grade 1:	O - Outstanding S - Satisfactory N - Needs Improvement

(An X is used to indicate one of these evaluations in each subject area.)

Grades 2 - 6 Grading will be based on percent; the following scale will be used:

A+	99 – 100	C	80 – 82
A	95 – 98	C-	78 – 79
A-	93 – 94	D+	76 – 77
B+	91 – 92	D	72 – 75
B	87 – 90	D-	70 – 71
B-	85 – 86	F	69 or below
C+	83 – 84	I	Incomplete

Incomplete(s) will be given when a student's work for nine week period is not complete. Failure to complete unfinished work in the following nine-week period will result in the failing of that subject.

## Grading in the Areas of Reading, Language and Spelling

Letter grades will be assigned to students in the areas of Reading, Language and Spelling when a student enters second grade AND is enrolled in *Reading Mastery 3+* (or higher), *Reasoning & Writing C* (or higher) and *Spelling Mastery A* (or higher).

All students will also be assigned a Proficiency Level in the areas of Reading and Language based on their placement in the curriculum/program.

The Proficiency Levels are as follows:

Beginning: Well below grade level expectations

Progressing: Slightly below grade level expectations

Proficient: Meeting grade level expectations

Advanced: Exceeding grade level expectations

Alternative grading may be used for students with IEP, as decided by the students IEP team.

## Reporting Grades and Student Performance

1. Reporting of grades is done on a quarterly system. Grade reports will be done at the end of each nine-week period. At the end of the school year,



“report cards” will be held in the office until all bills and fines are paid (i.e. library fines, textbook fines, lunch bills, etc.)

2. Mid-Quarter Scholastic Reports are also a part of our system of indicating pupil progress. These reports will be mailed/sent home with students during the fifth week of nine week period.
3. Another method of reporting to parents, and the one that best reports the pupil’s social and academic progress, is the “Parent-Teacher Conference.” Conferences will be held during the first and second semesters.

This may be the closest contact that teachers have with the parents of their students, and should serve as a means of better understanding the students with whom they are working.

## **The Junior / Senior High School Grading System**

### **Grading System / Honor Roll**

The Southern grading system is based upon percentage. The percentage grades relate to letter grades as follows:

A+	99 – 100	C	80 – 82
A	96 – 98	C-	78 – 79
A-	93 – 95	D+	75 – 77
B+	90 – 92	D	72 – 74
B	87 – 89	D-	70 – 71
B-	85 – 86	F	69 or below
C+	83 – 84	I	Incomplete

An Incomplete may be given when a student's work for the marking period is not complete. Unfinished work must be completed according to guidelines established by the teacher and the administration. Failure to meet the guidelines may result in failing the course.

A student whose grade point average for the marking period falls between 93.00 and 95.99 will be named to the Honor Roll. A student whose grade point average meets or exceeds 96.00 will be named to the Superior Honor Roll. A grade of lower than 85 (B-) in any course disqualifies a student from inclusion in the honor roll. A student must be enrolled in 20 credit hours to be eligible for the Honor Roll.

Should a student drop a class for any reason other than a documented medical reason after the second week in the first or second semester, the student will be issued the grade, if failing at that time. This grade will be calculated in the student's overall Grade Point Average at the end of the semester. Should a student drop a class for reasons other than for a medical reason in which they have a passing grade after the second week of the first or second semester, the

student will be issued a 69% which will be computed into the students overall Grade Point Average at the end of the semester.

### **Credit Appeal - Junior High School**

1. Junior high students who are absent for more than ten (10) school days in a semester will be reviewed for possible retention in that grade at the end of the school year.
2. Parents of junior high students will be notified by mail after five (5) absences have occurred during the semester.

### **Registration For / Withdrawal From Classes**

Students will receive assistance from the school counselor and the administration in selecting schedules of classes appropriate to the students' goals and abilities. A student may change classes only with the consent of the Principal and the School Counselor. All students are to register for seven class periods.

Students repeating a course will receive the higher of the two grades earned. Only in unusual circumstances will a student be allowed to repeat a course previously passed.

If it becomes necessary for a student to withdraw from school, for whatever reason, the office must be notified. Books must be checked in and any outstanding student bills must be paid. In the case of a student transferring to a new school, the student's transcript will be sent to the new school as soon as the student is properly check out and requests that the transcript be sent.

Students interested in taking courses by correspondence for either high school or college credit should see the guidance counselor.

### **Graduation Requirements**

Graduation from Southern High School requires that students must earn all credit hours before the time of graduation. Students will not be permitted to participate in Commencement Exercises if they have not successfully completed all credit hours and paid all bills before the Commencement Exercises. Students must have completed 230 credit hours including credits in required areas as listed below:

Beginning with the class of 2015 the minimum course requirements for graduation are:

English	40 credits
Mathematics	30 credits
Science	30 credits
Social Studies	30 credits
Physical Education	5 credits

Business Education 10 credits

Remaining credits are considered to be electives and may be chosen by the student.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

**Early Graduation Administrative Procedure**

A Student who wishes to graduate from high school in less time than the ordinarily eight (8) semesters, grade 9-12 sequence, must request permission to complete graduation requirements on an alternate schedule.

The district does not conduct a midyear graduation ceremony. However, students who have completed the requirements set by the Board of Education for graduation by the end of the first school week in January may participate in the graduation exercises held in the spring of the current school year.

Students who elect to graduate early are not allowed to participate, as a student, in any other school activities once the second semester begins.

Should a student opt to not participate in the graduation exercises, the student will receive his/her diploma from the principal's office. The diploma will be ordered once all requirements for early graduation are completed. Upon receipt of the diploma, the diploma will be issued to the student.

In order to graduate at mid-term, a student must follow these guidelines:

1. The student must have completed all graduation requirements by the end of the first school week in January.
2. The student must submit a letter of request addressed to the Southern Board of Education, signed by both the student and his/her parents by November 1, of the school year of intended graduation.

3. The student and his/her parent or guardian must appear at a Board of Education meeting prior to the regularly scheduled December Board of Education meeting with a verbal request for permission to graduate early. At this Board of Education meeting the student must relate to the board their intention concerning participation in the spring graduation exercises.
4. The student must turn in all books and other equipment and pay all fines or fees by the end of the first week in January.

### **Junior High Promotion Requirements**

For a student to be promoted from Grade 7 into Grade 8 and from Grade 8 into Grade 9 the student should have received ten (10) credits during the school year. To obtain a credit a student must have received a passing grade (70% or higher) in the class. Full credit classes meet daily for the full period. Half credit classes meet every day for less than the full period.

### **Web-Site Viewing of Student Grades and Attendance**

Parents and students may view their grades and attendance through the schools Power School computerized program and the schools Web-Site. Parents will be given passwords per the parent's request to allow the viewing of their student's grades and attendance. These passwords must be kept confidential. Should anyone be found tampering with the system or using the system in an unlawful manner, such persons will be subject to any such criminal prosecution as provided by law and future access to the systems will be denied.

Normally teachers are to have grades posted within four days of the due date of assignment. However, in some cases such as term papers, book reports, lengthy projects, this may not be viable. Once the systems is in full use, please direct any questions immediately and directly to the building principal.

### **Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### **Report Cards**

Report cards are sent home within two weeks following the end of the nine-week reporting period. Mid-quarter reports are given to parents at parent-teacher conferences during the 1<sup>st</sup> and 3<sup>rd</sup> quarters and sent home the 4<sup>th</sup> week of the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

### **Semester Examinations**

Semester tests may be given in all high school classes.

## **SECTION FOUR**

### **STUDENT DISCIPLINE**

#### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

#### **Forms of School Discipline**

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

written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Detentions and Saturday School**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. All detentions will be served with the classroom teacher.

#### **Work Detentions**

Students who choose not to do assigned work will be assigned a work detention. Work detentions must be served on the day that it is given. The work detention is designed to allow students time to make up work that they have not completed and therefore they will not receive zeros. If a student chooses not to serve a work detention, the student will receive a classroom detention. If the student chooses not to serve the classroom detention, the student will receive a Saturday School.

#### **Saturday School**

A Saturday School program has been developed at Southern Elementary and Junior / Senior High School for the purpose of deterring behaviors by students interfere with their learning process or the learning process of other students. Southern Schools believes, that with the addition of this process, all students will have a better opportunity to achieve in the classroom.

Saturday School begins at 8:00 a.m. and will be held approximately twice per school year month as decided by administration. Students who have been assigned to Saturday School, who do not attend or follow rule stipulations, will be issued a **two-day** out of school suspension.

Note: Students and parents are responsible for transportation to and from Saturday School. Lack of transportation to the assigned Saturday School is not an excuse for missing the assigned time.

If inclement weather exists which would prohibit the student from attending or cause the student to be in a precarious situation during transportation, the parent must contact the principal, athletic director or superintendent prior to 7:45 a.m. on the morning of the assigned Saturday School. The student will then need to attend Saturday School on the next scheduled date.

Illness will only be excused if the parent contacts the principal, athletic director or superintendent by 7:45 a.m. on the day the student is assigned to Saturday School. A medical doctor's note must be presented stating that the student was physically unable to attend the Saturday School. This must be done by 8:10 a.m. on the next school day. The student will then be assigned to attend the next Saturday School session.

Saturday funerals will be accepted as an excuse. The parent must contact the principal by 7:45 a.m. on the day the student is assigned to Saturday School. The student will then be assigned to attend the next Saturday session.

### **Possible Situations For Saturday School Assignments**

The following list of offenses is by no means complete. Saturday School time may also be assigned for violations of school policies not listed. Short-term suspension, long-term suspension or expulsion may be used in lieu of Saturday School.

1. Students who receive more than **4 full detentions (a full detention is defined as a detention which lasts for at least 15 minutes)** in any quarter period of the school year will be assigned a Saturday School. **Each subsequent detention during the quarter period will result in the student receiving another Saturday School.**
2. Students who miss mandatory study center without prior approval from the principal.
3. Disruptive behavior in a classroom which requires the removal of the student from the classroom. (time to be decided by administration.)
4. Refusal to comply with or cooperate with a faculty, staff or administration member's reasonable standard of behavior or request.
5. Unexcused absences from school.
6. Vandalism to school property or to individuals' property located on school grounds.
7. Theft.
8. Leaving school without following the established procedures.
9. To make up time for excessive absences from school.
10. Threatening or intimidating any student or group of students.
11. Any behavior which disrupts the learning climate which could include behaviors exhibited during the passing of classes.

The decision to assign a student to Saturday School will be made only by the Principal or a designee so named by administration.

Parents will be notified by mail or by a telephone conference when their son / daughter has been assigned to Saturday School.

A student is limited to four Saturday School assignments during the school year. After the issuing of four Saturday Schools, the student will be



suspended from school for any violation which normally would have incurred a Saturday School.

### **Student Responsibilities During Saturday School**

1. Saturday School begins at 8:00 a.m. Students may enter the building at 7:55 a.m. Doors will close at 8:00 a.m. and any students who arrive late for any reason **may** not be admitted. Saturday School will end at 12:00 Noon. All school rules are still in effect during Saturday School. The student will be issued a **two-day suspension if he / she misses the Saturday School.**
2. Homework or appropriate reading or working materials must be brought by the student. Sleeping is not allowed during Saturday School. Students who fail to bring these materials or who decide to sleep will be dismissed from the room and will be issued a **two-day** suspension beginning the next school day.
3. Students receive a five minute restroom or locker break after the first two hour period.
4. Once the student has completed his/her assigned time, they are to leave the building immediately.
5. Stereos, radios, cellular telephones or other electronic devices are not allowed.
6. Students are not to bring food, candy, pop or any other beverage to Saturday School.
7. Talking or other disruptions will not be tolerated. Disruptive behavior will result in the student being removed and the student will be dismissed from the room and will be issued a two-day out of school suspension beginning the next school day.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion**

Subject to the procedural provisions of section 79-265, any student may be excluded from school if (a) the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety

of the school community, or (b) the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described in subparagraphs a and b above. In the event it is appropriate to consider the extension of an emergency exclusion of a student for more than five school days, pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or his or her designee determines that the emergency exclusion must extend beyond five days, a hearing will be held according to procedures set forth below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Student Discipline**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but

need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **Short-Term Suspension**

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations pursuant to rules established by the administration.

### **Long-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### **Expulsion**

**Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

**Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the

upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

**Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

**Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may, with proper consent upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The

student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. §§ 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes or may reasonably be expected to cause a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to any person including a school employee, school volunteer, or any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or explosive device;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to

sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding the school district's buses;
14. Possession of pornography and sexting (a combination of sex and texting) - the act of sending sexually explicit messages or photos electronically;
15. Bullying as defined by Nebraska law;
16. Repeated and/or willful violation of the district's acceptable use rules regarding computers or other electronic devices;
17. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes. This provision will be enforced for conduct that occurs off school grounds if it causes or may reasonably be expected to cause a substantial interference with school purposes; or
18. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.

In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if



the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary; or
2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

### **Due Process Afforded to Students Facing Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment:

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.

- b. The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
  - c. A statement explaining the student's right to a hearing upon request on the specified charges.
  - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - f. A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
  6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
  7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### **Hearing Procedure**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not

brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Southern Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the

student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

### **Elementary School Discipline and Performance Program**

#### **Rip Roarin' Raider Logic Program**

The purpose of this program is to follow a systematic and consistent program that helps students to become responsible for their own behaviors, by learning to make choices

and work through consequences in a positive manner. This program is based off of the nationally known Love and Logic Program in combination with PBIS (Positive Behavioral Interventions and Supports) which is supported by the NE Department of Education. Southern Staff will work to build relationships with all students. All students have the same three expectations which includes:

1. Be Safe,
2. Be Respectful
3. Be Responsible.

These behaviors are taught and modeled for students each day at school. The expectations are posted throughout the elementary school.

All behaviors are divided into three categories:

### **Above the Line Behaviors**

These are positive behaviors a student displays. This may include turning in their work on time, being respectful to others, walking in the hallway, raising your hand etc. These behaviors will be praised and/or rewarded by Southern staff.

### **Below the Line Behaviors**

Examples of these behaviors include inappropriate language, running in hallway, brief or low-intensity verbal or nonverbal displays of rudeness, non-serious but inappropriate physical contact such as not keeping hands to self or playing rough on the playground, not completing homework etc.

These behaviors will be handled by the classroom teacher.

### **Bottom Line Behaviors**

These include behaviors such as abusive language, fighting/physical aggression, continuous verbal and nonverbal displays of rudeness or discourtesy such as inappropriate gestures, theft, use of a weapon, property damage, harassment/bullying, continuous refusal to follow directions or talks back.

These behaviors will be given an office referral and handled at the discretion of the administration and according to the discipline section of the Parent/Student handbook.

\*\*This is not meant to be a complete list of behaviors, rather as a guide of examples.

Southern staff will reward students with positive praise. The staff may give the student a "Rip Roarin Raider" certificate if the student is caught "doing something good". The teachers will provide a copy to the office for a weekly drawing. The students' whose names are drawn will receive a reward and have their picture taken and placed on the Rip Roarin' Raider Wall by the office.

A student who displays a below the line behavior may be asked "How are you going to fix this?" The student can offer a "fix-it", or they may brainstorm with the teacher for ideas if they are unable to come up with an idea on their own.

Recovery time is considered think time. The duration or length of the think time could be as short as a minute to as long as days. The student could be given think time in the classroom, in the office or other designated areas, or even at home if deemed necessary by administration.

**SECTION FIVE  
STAFF DIRECTORY**

**Southern Elementary Staff**

Superintendent .....	Chris Prosocki
Principal .....	Jerry Rempe
Principal's Secretary .....	Dawn Rakes
NSSRS/Data Manager.....	Rae Oblinger
Guidance Counselor .....	Patty Goes
Community Counselor .....	Dee Bednar
Kindergarten .....	Taylor Landenberger
Kindergarten .....	Jessica Tjaden
Grade 1.....	Kylie Betten
Grade 1.....	Kimberly Milius
Grade 2.....	Jonna Adams
Grade 2.....	Lynn Sabey
Grade 3.....	MaryJane Spence
Grade 3.....	Sheri Yockel
Grade 4.....	Kane Hookstra
Grade 4.....	Rhonda Epp
Grade 5.....	Carly Minge
Grade 5.....	Jolene Bartels
Grade 6.....	Tara Sasse
Grade 6.....	Cathy Hayden
K-6 Reading Coach/Title 1.....	Stephanie Ware
Special Education .....	Stacy Fossler
Special Education .....	Malinda Hock
Special Education.....	Kelsey Root
Media Specialist.....	Carolyn VanBoening
Music (Instrumental) .....	Shelly Gerdes
Music (Vocal) .....	Caitlin Kalvelage
Physical Education(K-6).....	Beth Willet
Preschool.....	Amanda Antholz
Preschool.....	Annie Manley
Para educator .....	Dona Bartels
Para educator .....	Dee Day
Para educator .....	Jodi Meints

Para educator .....	Kathy Mittan
Para educator .....	Ginger Riggs
Para educator .....	Darcie Schmidt
Para educator .....	Sue Waltke
Para educator.....	Twila Wise
Preschool Para educator .....	Patty Novotny
Maintenance .....	Randy Roberts
Custodian.....	Dave Thoman
PM Custodian .....	Tammy Meints
Food Service.....	Kim McMurray
Food Service.....	Sue Davis
Bus Driver .....	Bonnie Creek
Bus Driver .....	Devin Riggs
Bus Driver .....	Fracia Workman
Foster Grandparents.....	Grace Parker

**Southern Junior / Senior High Staff**

Administration

Chris Prosocki.....	Superintendent
Jeff Murphy .....	Principal
Jane Mallam.....	Supt.'s Secretary, Bookkeeper
Becky Sullivan.....	Supt's Secretary, Lunch Coordinator
Karen Maguire.....	Principal's Secretary

Faculty Members

Shelby Barnard .....	Resource
Kalynne Breunsbach.....	Resource
Jan Carr .....	Para educator
Dominique Clay .....	Spanish
Jessica Cooper.....	Para educator
Jennifer Dunekacke .....	Science
Zack Emerson.....	Physical Education
Wendy Garrels.....	Para educator
Michele Gerdes.....	Instrumental Music
Patty Goes .....	School Counselor
Caitlin Kalvelage .....	Vocal Music
Sandy Pospisil .....	Mathematics, Computer
Heather McKinney .....	Resource
Morgan Neverve .....	Art



Elizabeth Ogg ..... English  
 Melissa Omar ..... English  
 Mike Ringen ..... Social Studies  
 Cody Sabey ..... Technology Coordinator  
 Jim Sapp ..... Industrial Arts  
 Jeff Schiebur ..... Mathematics  
 Jamie Schluter ..... Business  
 Jeff Tunink ..... Science  
 Becky Weyer ..... Media Specialist  
 Beth Willet ..... Physical Education  
 Janie Winter ..... Social Studies  
 Fracia Workman ..... Para educator

**Other Employees**

Casey Colgrove ..... Custodian  
 Bonnie Creek ..... Bus Driver  
 Sue Davis ..... Food Service  
 Pam Dorn ..... Asst. Food Service  
 Jeanne Hardin ..... Food Service  
 John Linder ..... Head Maintenance  
 Kim McMurray ..... Head Food Service  
 Tom Regan ..... Maintenance  
 Randy Roberts ..... Maintenance  
 Dave Thoman ..... Custodian  
 JoAnne Wieden ..... Food Service  
 Noel Williams ..... Food Service

**Southern School Board Members**

David Zimmerman ..... President  
 Harlan Rickers ..... Vice President  
 Carol Pralle ..... Secretary  
 Branson Husa ..... Board Member  
 Emily Shockley ..... Board Member  
 Jim Zvolanek ..... Board Member

## SECTION SIX

### NATIONAL HONOR SOCIETY

#### **By-Laws**

National Honor Society Members are chosen each spring by a selected group of faculty members (this group will remain anonymous). National Honor Society is an honorary organization, which promotes leadership, character, scholarship, and service.

The National Council of the National Honor Society has addressed the area of membership selection by requiring that certain procedures be followed. These areas covered under Title IX in the National Honor Society Constitution and the section on selection in the National Honor Society Handbook.

**Section 1.** To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal the faculty council may waive the semester regulation.

**Section 2.** Candidates must have a cumulative scholastic average of at least 92% or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

The faculty council may raise the required cumulative grade point average. The cumulative grade point average for selection into the Southern National Honor Society as established by bylaw, is 92%.

**Section 3.** Any student convicted of, or who admits to being involved in, any criminal act including, but not limited to MIP, DUI, vandalism, consumption of alcohol or drugs, or convicted of any felony will not be permitted into the Southern National Honor Society.

**Section 4.** Southern's Power School grading system will be the basis for the candidate's score in the area of scholastic. The group of selected faculty members will then rate each candidate from 1-4 (4 being high) in the other three categories; leadership, service, character. Point totals are then averaged for each student. Candidates with an average of 3.00 or better are then inducted into the Southern National Honor Society.

The following items pertain to some of the qualities, which the committee looks at in regards to leadership, service, and character:

## **Leadership**

1. Takes a constructive lead in classroom and school activities.
2. Promotes worthy and proper school activities.
3. Successfully holds school offices or positions of responsibility.
4. Contributes constructive ideas, which improve the school.
5. Definitely influences others for good.
6. Shows initiative in his/her studies.
7. Shows good personal habits. (Merely holding an office does not presume leadership.)

## **Service**

1. Puts service to others above self-interest. Gives time, effort, talents, not for personal gain, but for the class, school, etc.
2. Performs committee work.
3. Shows courtesy to teacher, other students, and visitors.
4. Favorably represents the school in various types of activities.
5. Renders service through the school to the community.

(Service is not based on classroom work, projects, or activities for which grades or pay is given.)

## **Character**

1. Meets promptly individual pledges and responsibilities to the school and teachers.
2. Demonstrates highest standards of attitude toward honesty, reliability, fairness, and tolerance.
3. Cooperates in a willing spirit with school regulations concerning property, book, attendance, halls, lockers, etc.
4. Upholds principles of morality and ethics. (Character is not based on merely personality nor on minor incidents unless they are repeated so as to indicate a definite pattern of behavior.)

Should you wish to appeal the decision of the committee, please follow the appeal process below:

1. You or your parent/guardian must request an appeal form from the principal or advisor.
2. The completed appeal form must be returned to the Principal's Office. Be sure to explain why you believe that you should be accepted for membership. You may include items that you did not include on your first application.

3. The selection committee will reevaluate your application and any new information on your appeal form.
4. Results of the appeal for membership will be given to you by the Principal or Advisor.

### **Section 5. Discipline and Dismissal Procedure.**

1. Cumulative GPA falls below the required 92%. The student will be informed in writing that they are being placed on probation. A copy of the letter will be sent to the student's parents/guardian. The student will have a semester to raise their cumulative GPA to a 92% or higher. If the students fail to do so, they will be dismissed from the organization. If the students cumulative GPA falls below a 92% for a second time during their high school career, they will be dismissed from the organization.
2. Violation of school rules as listed in the Southern Parent / Student handbook and / or Southern Athletic handbook.
3. Violation of civil law. Criminal act including, but not limited to MIP, DUI, MIC, vandalism, consumption alcohol and/or drugs, and any felony conviction. The above stated violations can occur at any time of the calendar year, not just during the school year. A student must wait a full year before they can re-apply. (Student is removed their sophomore year, they must wait to reapply their senior year.)
4. Any member who falls below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. Violations 2 and 3 do not require a warning.
5. When a student is dismissed from National Honor Society, they will be asked to turn in the National Honor Society pin and card.

### **Meetings and Activities**

1. NHS will organize and host the annual Southern Scholastic Banquet.
2. NHS will do at least one community service project a year.
3. NHS will meet once a quarter.
4. NHS members will write a summary about the activities they participated in during the year.

### **Officers**

1. The officers in this chapter shall be President, Vice-President, and Secretary.
2. A majority of votes cast shall be necessary to elect any officer in this chapter.
3. It shall be the duty of the President to preside at the meetings. The Vice-President shall fill the chair of the president in his/her absence. The secretary shall keep the minutes of the meetings and a record of all business.

## **SECTION SEVEN**

### **SOUTHERN STUDENT COUNCIL**

#### **Constitution**

##### **Article 1: Name of the Organization**

The official name of this organization shall be the **Southern Public Schools Student Council Association.**

##### **Article 2: Objectives & Purposes**

The objective and purpose of the Southern Student Council is to:

- a. Provide a democratic form in which students can address school related issues that affect their lives.
- b. Maintain a continuous communication channel from students to faculty members and administrators as well as among the students within the school.
- c. Offer a yearlong program of social functions and community involvement projects for students.
- d. Provide leadership training for students in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.

##### **Article 3: Authority of the Council**

- a. All powers of the student council are delegated to it by the school administration.
- b. All actions of the student council are subject to review and possible veto by the adviser or the school administration.
- c. A faculty member- Mr. Tunink will serve as the adviser to manage the student council and oversee it and its projects.

##### **Article 4: Organization and Memberships**

This article outlines general provisions for membership on the Council.

- a. Any registered student grades 9-12 is eligible to serve on the student council.
- b. The council shall consist of 18 members shown below.
  - i. Freshman- President, Vice President, 1 boy rep and 1 girl rep.
  - ii. Sophomore- President, Vice President, 1 boy rep and 1 girl rep.
  - iii. Junior- President, Vice President, 1 boy rep and 1 girl rep.
  - iv. Senior- President, Vice President, 1 boy rep and 1 girl rep. If a boy or a girl is not nominated, then two boys or two girls may be elected.
  - v. President & V. President (Junior or Senior) voted on by student body.

- vi. Student School Board Representative. (Must be a Senior.)
- c. The election of the representatives shall take place in the spring of each year for positions for the following school year.
- d. A student may gain membership in the student council upon the completion of the nomination procedure as established by the student council and election under the procedure as prescribed by the constitution/bylaws. However, one can be elected to a position in the student council without fulfilling the nomination procedure by write in votes.
- e. **Any member WILL be removed if he or she misses three meetings without presenting reasonable justification to the advisor.** A tardy of more than 5 minutes to a meeting will be considered an absence and will apply towards the three given to each member.
- f. Upon the creation of a vacancy in the position of a representative, the current council will take applications for new members of the same grade to fill that position for two weeks. Upon receiving the new applications, the current council will vote on the most qualified applicant to fill the vacated spot according to grade.

#### **Article 5: Officers and Representatives**

This article is to name the officers of the council.

- a. The elected officers shall be president, vice president and student school board representative (all elected by the student body, and they can not hold any other office in student elections), and a secretary elected by the current council.
- b. No fewer than 3 and no more than 4 representatives shall represent each class. See Article 4, letter b.
- c. All elected officers and representatives must be selected according to the election rules established in these bylaws.

#### **Article 6: Officers and Representatives**

General responsibilities of each officer.

- a. The president shall:
  - i. Attend all meetings.
  - ii. Call meetings to order.
  - iii. Conduct meetings along with sponsor.
  - iv. Serve as a go-between with students and administrator.
- b. The vice president shall:
  - i. Attend all meetings.
  - ii. Take over for the president in their absence.

- iii. Take attendance at each meeting.
- iv. Help with the scheduling of events and fundraisers.
- c. The secretary shall:
  - i. Attend all meetings.
  - ii. Take notes at all meetings giving a copy to the principal and posting copies outside sponsor's room.
  - iii. Take attendance in the absence of the vice president
- d. All representatives shall:
  - i. Attend all meetings.
  - ii. Participate in all activities.
  - iii. Serve as role models for other students both in school and the community.

### **Article 7: Elections**

The entire procedure for student elections is outlined below.

- a. Election of president, vice president, and student board representative shall take place in the last 10 days of April or the first 10 days of May prior to the school year in which officers are to serve.
- b. Elections for all other representatives will be held within 2 weeks after the election of officers and will be so designed that candidates unsuccessful in the election of officers can run for a representative from their class.
- c. The elections shall be under the direction of the sponsor and administration.

### **Article 8: Meetings**

This article outlines the general provisions for meetings.

- a. The student council shall meet for business at least once a week prior to Homecoming.
- b. Meetings after Homecoming shall be determined for business that needs to be attended to.
- c. It is the responsibility of all members to inform themselves of meetings and any new business by reading the daily announcements and listening for additional announcements at the end of the day. Not knowing about it is not an excuse.
- d. All representatives are allowed to vote in meetings and will be done by secret ballot. It is the responsibility of the president, vice president, and or sponsor to tally ballots and give results at the end of meeting if possible.

## **Article 9: Impeachment or Removal from Office**

- a. As a member of the Student Council it is a privilege to serve the other students in the school. You are elected in good faith by your classmates and have a responsibility to serve them in the best manner possible. To do this you will be required to follow a strict code of conduct as stated below.
- b. All members of the council face the same punishment/consequence no matter what the office held or the grade they represent.
- c. Members shall be removed from office for any of the following reasons:
  - i. First time offences for unethical or delinquent behavior including but not limited to MIP, DUI, MIC, any drug or alcohol related offences, vandalism, criminal activity, and or felony conviction will result in immediate dismissal. An offense which takes place at anytime during the calendar year is punishable by dismissal. This includes any offenses, which may take place during the summer months.
  - ii. Any disciplinary issues including in school suspension, out of school suspension, or expulsion will also result in immediate dismissal from the council (as stated in Southern Handbook).
  - iii. Any student removed from Student Council or is in violation of any items listed in i or ii, will not be permitted to run for Student Council for a full school year. (Student is removed their sophomore year, they must wait to re-run their senior year.)

All current members of the Southern Student Council are required to sign a contract before the first meeting in September of the current school year. Failure to do so may result in dismissal from the council.



**SECTION EIGHT**  
**FORMS**

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN** August 27, 2018.

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information of this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BULLYING REPORT FORM

The school district promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

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 a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school sponsored activities or school-sponsored athletic events.

Complainant (student reports may be anonymous): \_\_\_\_\_

Describe relationship to alleged victim(s)/bully(ies): \_\_\_\_\_

Home address: \_\_\_\_\_

Work address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date(s) of alleged incident(s): \_\_\_\_\_

Location(s) of alleged incidents(s): \_\_\_\_\_

Name(s) of alleged bully(ies): \_\_\_\_\_

Name(s) of alleged victim(s): \_\_\_\_\_

List any witness(es): \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any was used and any verbal statements such as threats, requests, demands, etc. (attach additional pages if more space is needed) \_\_\_\_\_

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I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
*Complainant Signature* Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**BULLYING INVESTIGATION REPORT FORM**

Date: \_\_\_\_\_

- 1. Name(s) of person(s) investigating alleged incident(s): \_\_\_\_\_  
Name(s) of alleged bully(ies): \_\_\_\_\_  
Name(s) of alleged victim(s): \_\_\_\_\_
- 2. Date(s) of alleged incident(s): \_\_\_\_\_
- 3. Duration of bullying: \_\_\_\_\_
- 4. Name(s) of person(s) reporting alleged incident(s): (Note: Student reports may be anonymous, specify if anonymity is requested.) \_\_\_\_\_
- 5. Did the alleged incident(s) occur on school property or at a school-sponsored activity? Yes / No
- 6. Location(s) of incident(s): \_\_\_\_\_
- 7. Is the alleged incident(s) recurring or first time incident(s)? \_\_\_\_\_
- 8. Describe alleged incident(s): \_\_\_\_\_

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

- 9. Did the alleged incident(s) occur in the presence of witness(es)? Yes / No
- 10. Interview witness(es) and document findings: \_\_\_\_\_

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

- 11. Does the alleged incident(s) meet the definition of bullying? Yes / No  
Please explain: \_\_\_\_\_

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

- 12. Have the parent(s)/guardian(s) of all students involved been notified of the results of the investigation? Yes / No

**BULLYING INVESTIGATION REPORT FORM**  
(CONTINUED)

12a. If Bullying Verified, Report Sent to Parents of Students

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)

13. Remedial Action(s) Taken: \_\_\_\_\_

\_\_\_\_\_

(Notification should include a description of the bullying act and consequences if any further acts of bullying continue. Student's identifiable information must remain confidential to ensure the student's due process rights. Do not disclose the perpetrator's name or parents/guardians of the perpetrator to the victim. Do not disclose the disciplinary consequences of the perpetrator to the victim. The notification can include a description of measures to prevent further acts of bullying.)

## REPORT OF BULLYING FORM/INVESTIGATION SUMMARY

School: \_\_\_\_\_ Date: \_\_\_\_\_

Location(s) \_\_\_\_\_

**Reporter Information:**

Anonymous student report \_\_\_\_\_

Staff Member report \_\_\_\_\_ Name \_\_\_\_\_

Parent/guardian report \_\_\_\_\_ Name \_\_\_\_\_

Student report \_\_\_\_\_ Name \_\_\_\_\_

Student Reported as Committing Act: \_\_\_\_\_

Student Reported as Victim: \_\_\_\_\_

Description of Alleged Act(s): \_\_\_\_\_

Time and Place: \_\_\_\_\_

Names of Potential Witnesses: \_\_\_\_\_

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**For Staff Use Only:**

Action of Reporter: \_\_\_\_\_

Administrative Investigation Notes (use separate sheet if necessary): \_\_\_\_\_

Bullying Verified? Yes / No

Remedial Action(s) Taken: \_\_\_\_\_

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**If Bullying Verified, Report Sent to Parents of Students?**

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)

## REPORT OF BULLYING / CONSENT TO RELEASE STUDENT INFORMATION

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

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To Parent/Guardian:

A complaint of bullying has been filed on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the complaint, the Southern Public Schools may need to disclose the name of your child and/or other information which may otherwise disclose your child's identity.

***(Please check one):***

\_\_\_\_\_ I hereby give permission for the Southern Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_ I do NOT give permission for the Southern Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)









**DISCRIMINATION & HARASSMENT FORMAL COMPLAINT FORM**  
(CONTINUED)

**What would you like the Southern Public Schools to do as a result of your complaint -- what remedy are you seeking:** \_\_\_\_\_

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**If an advisor will assist you in the complaint process, indicate the individual's name, title, address and telephone number:** \_\_\_\_\_

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**Complaint Acknowledgment:**

I certify that to the best of my knowledge the information that I have provided is accurate and the events and circumstances are as I have described them.

I understand and acknowledge that a copy of this complaint, along with the attachments, will be furnished to the alleged offender ("respondent"). I have attached to this complaint any supportive evidence and/or documentation such as e-mails, records, materials which I believe support my allegation. I also understand and consent to the disclosure of information contained in this complaint to appropriate administrators and witnesses interviewed for the purpose of investigating this complaint. I understand that I will have to provide contact information of witnesses identified in this complaint. I am willing to cooperate fully in the investigation and provide whatever evidence the administration deems relevant.

I understand that the nature of this complaint, correspondence, and all discussions conducted in the course of investigation of the information contained in this complaint are confidential to the extent permitted by law and unauthorized disclosures of information concerning the investigation could result in disciplinary action. I agree to abide by these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: If you indicate you will be assisted by an advisor, your signature below authorizes the named individual to receive copies of relevant student records and correspondence regarding the complaint and to accompany you to any meetings.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT ACKNOWLEDGEMENT OF ANTI-BULLYING POLICY

I understand the policy against Bullying at Southern Public Schools as explained to me by my respective principal (school personnel).

I am aware that if I engage in any of the actions or behavior that constitute bullying in school, before or after school on school grounds, on the bus, or at school sponsored events, I can be subjected to school discipline for bullying. This could include: after school detention, Saturday detention, pass restriction, loss of field trip opportunities, social probation, suspension in or out of school, and/or possible expulsion.

I promise that I will not engage in any actions or behaviors that could be considered bullying. I promise to respect the rights of other students and to act appropriately towards other students.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian (if present): \_\_\_\_\_ Date: \_\_\_\_\_

School Official (administrator, pupil personnel, SRO, other):

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## EMERGENCY INFORMATION

Student's Name	Parent/Guardian's Name(s)
Mailing Address	Home Phone
Father's Employer	Business Phone
Mother's Employer	Business Phone
Other Person Who May Be Contacted In Case of Emergency	Phone
Choice of Doctor	Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of:

\_\_\_\_\_ *(name of the student)*

It is necessary that the student receive (name of drug) \_\_\_\_\_,  
a physician-prescribed drug, during school intervals beginning on (date) \_\_\_\_\_  
and continuing through (date) \_\_\_\_\_.

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE: \_\_\_\_\_

CHILD'S FULL NAME: \_\_\_\_\_  
is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored): \_\_\_\_\_  
\_\_\_\_\_

Dosage and time: \_\_\_\_\_

Date administration of drug is to begin: \_\_\_\_\_

Possible adverse reactions to be reported to physician: \_\_\_\_\_  
\_\_\_\_\_

Special instructions for the administration and storage of the drug: \_\_\_\_\_  
\_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

\_\_\_\_\_  
Name of Physician and Designee (Print or Type)

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
Signature of Physician

## RECORD OF THE ADMINISTRATION OF SELF-ADMINISTRATION OF MEDICATION

Parent's Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date to Begin: \_\_\_\_\_ Date to End: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage of Medication: \_\_\_\_\_ Time: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone #1: \_\_\_\_\_

Phone #2: \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son / daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

Students who are able to self administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature: \_\_\_\_\_



**2018-2019  
MEDICATION PERMISSION AND ADMINISTRATION FORM**

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

Instructions provided by your **doctor** are needed in order for your child to take **prescription medication** at school. Over the counter medication (such as Tylenol) only requires parent instructions and permission signature.

To be completed by parent/guardian:

I hereby authorize any person or persons designated by the principal to assist my child to take the following medications at school:

MEDICATION	DOSE	START DATE / STOP DATE	TIME	DIRECTIONS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Diagnosis or reason for medication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

All medications must be delivered to school AND picked up from the school by the parent/guardian. The medications will be stored in the school office (with the exception of inhalers as permitted by the physician).

**ACKNOWLEDGEMENT FOR RECEIPT OF HANDBOOK AND PERMISSION FOR STUDENTS' NAMES TO APPEAR IN PUBLICATIONS**

Southern Public Schools must have the signed receipt by Monday, Aug. 27, 2018.

Please return this page to the your child's Principal's office. You need only sign this form once regardless of the number of children you have attending Southern Public Schools.

I agree to let my (child's or children's) picture and/or name to be published in school and news publications, school programs which includes the school web site, school yearbook & newsletter. If you disagree or you do not return this form, your child's name and picture **can not** be listed in any of the above possible publications.

My child and I have received a copy of the 2018-2019 Southern Public School's Parent/Student Handbook.

Please PRINT your child's, children's name(s) below followed by at least one parent's/guardian's signature and the date of the signature:

Parent/Guardian Signature	Date
Student Signature	Student Signature
Student Signature	Student Signature
Student Signature	Student Signature

For Office Use Only:

Received on: \_\_\_\_\_

# Southern Public Schools

## 2018-2019 School Calendar

### July—2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August—2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	<del>13</del>	<del>14</del>	[15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September—2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	<u>27</u>	28	29
30						

### October—2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<del>15</del>	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			

### November—2018

S	M	T	W	T	F	S
				1	<u>2</u>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December—2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	<u>21</u>	22
23	24	25	26	27	28	29
30	31					

**Note:** Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the superintendent.

Student Instructional Days 175  
Teacher Contract Days 182

### August—2018

- 13-14 Teacher In-Service (No School)
- 15 First Day of Classes

### September—2018

- 3 Labor Day (No School)
- 27 Early Dismissal (1:20/1:30 p.m.)  
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
- 28 No School

### October—2018

- 15 Teacher In-Service (No School)
- 19 End of First Quarter (45 Days)
- 22 Second Quarter Begins

### November—2018

- 2 Teacher In-Service (No School)
- 4 Standard Time Begins
- 21-23 Thanksgiving Break (No School)

### December—2018

- 21 End of Second Quarter (41 Days)  
Early Dismissal (1:20/1:30 p.m.)
- 24-31 Winter Break (No School)

### January—2019

- 1-3 Winter Break (No School)
- 4 Teacher In-Service (No School)
- 7 First Day of Third Quarter

### February—2019

- 7 Early Dismissal (1:20/1:30 p.m.)  
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
- 8 Teacher In-Service (No School)

### March—2019

- 1 Spring Break (No School)
- 8 Spring Break (No School)
- 10 Daylight Savings Begins
- 15 End of Third Quarter (47 Days)
- 18 Fourth Quarter Begins

### April—2019

- 19-22 Spring Break (No School)

### May—2019

- 3 Last Day for Seniors
- 11 Graduation (5:00 p.m.)
- 16 Early Dismissal (1:20/1:30 p.m.)  
End of Fourth Quarter (42 Days)
- 17 Teacher In-Service (No School)

### January—2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	[7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February—2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	<u>7</u>	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March—2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	[18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April—2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May—2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	<u>16</u>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June—2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Key:** Strike Through = Teacher Workday/In-Service (No School)  
Holidays = Non-Contract Days  
Single Underline = Late Start or Early Dismissal

[ ] = First/Last Day of the Quarter