

*Freeman  
Jr.-Sr. High School*



*2018-2019  
Parent-Student  
Handbook*

*[www.freemanpublicschools.org](http://www.freemanpublicschools.org)*

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### **Notice of Nondiscrimination**

Students, their families, and potential employees of the Freeman Public High School are hereby notified that the Freeman Public High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Freeman Public High School compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact Superintendent Randy Page, 415 8<sup>th</sup> Street, PO Box 259, Adams, NE 68301. Phone: 402-988-2525, Ext. 103. Email: [rpage@freemanschools.net](mailto:rpage@freemanschools.net)

Freeman Public High School offers the following career and technical education programs for all students regardless of race, color, national origin, age, religion, marital status, including those with limited English proficiency, sex, or disability: Business, Agriculture, Information Technology. Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria should contact Jeremy Schroeder, Principal, 415 8<sup>th</sup> Street, PO Box 259, Adams, NE 68301. Phone: 402-988-2525, Ext. 104. Email: [Jeremy.Schroeder@freemanschools.net](mailto:Jeremy.Schroeder@freemanschools.net)

To obtain this information in a language other than English, call (402) 988-2525, ext. 103.

## FOREWORD

### Section 1 Intent of Handbook

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

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

Our school welcomes you and expects you to follow the rules and regulations of this handbook. Freeman is extremely proud of its academic tradition and the achievements of its students.

### Section 2 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 is a form at the end of this handbook which you must read, sign and return no later than Friday, August 17, 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,

Jeremy Schroeder  
Principal

### Section 3 Board of Education Members

Mike Klein	Anthony Meints	Chad Harms
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Doug Parde	Marcella Rademacher	Myron Schoen
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**Section 4 Administration**

Mr. Randy Page, Superintendent	Mr. Jeremy Schroeder Principal	Mr. Scott Anderson – Athletic Director
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**Section 5 Teaching Staff**

Scott Anderson – English	Travis Andreasen – Science
J.D. Dalrymple – Social Studies	Lisa Delhay – Vocal Music
Aaron Delhay – Technology	Danelle Evers – Special Education
Angela Hiskett – Special Education	Tony Jensen – Agriculture Education
Rebecca Jobman – English	Jen Kastanek – English/Speech/Journalism
Vicki Kelly – Guidance	Kristin Kroeker – Physical Education
Amy Ludwig – Art	Jim McLaughlin – Physical Education
Jamie O’Connor - Science	Marshall Payer – Math
Sandy Renken – Social Studies	Ross Rumsey – Business
Robin Sugden – Media	Theron Troxel – Math
Marcy VanEngen – Instrumental Music	Danielle Fulcher - Spanish

**Section 6 Support Staff**

Teri Nieveen – Assessment Coordinator	Lisa Soctt – Transportation
Holly Klein – Office Manager	Darrin Podtburg - Transportation
Marcia Kress – Administrative Assistant	Gary Kroese – Transportation
Vici Osterhaus – Administrative Assistant	Virgil Jobman - Transportation
Sherry Stanley - Nurse	Courtney Podtburg–Transportation/Para-professional
Susan Buss – Lunch Program Manager	Jina Hoak – Para-professional
Susan Ruyle – Cook	Amy Larkins – Para-professional
Marlene Harms – Cook	Janet Harms – Para-professional
Rodger Pella – Buildings & Grounds	April Marcussen – Para-professional
Michelle Donovan – Transportation	TBA – Para-professional
Marie Busboom - Transportation	TBA – Para-professional
Darwin Buss - Transportatin	TBA – Para-professional
Jim Baehr - Transportation	

**Section 7 Activity Sponsors**

<b>Cheerleading/Spirit Club</b>	Lacy Snook	<b>Senior Class</b>	Jeremy Schroeder
<b>Instrumental Music</b>	Marcy VanEngen	<b>Junior Class</b>	Aaron Delhay
<b>Vocal Music</b>	Lisa Delhay	<b>Sophomore Class</b>	Ross Rumsey
<b>Speech</b>	Jen Kastanek	<b>Freshman Class</b>	Travis Andreasen
<b>Yearbook Staff</b>	Jen Kastanek	<b>8<sup>th</sup> Grade Class</b>	Sandy Renken
<b>Student Council</b>	Jeremy Schroeder	<b>7<sup>th</sup> Grade Class</b>	Marshall Payer
<b>Athletic Letter Club</b>	J.D. Dalrymple	<b>SADD</b>	Vicki Kelly
<b>Quiz Bowl – JH &amp; SH</b>	Jamie O’Connor	<b>National Honor Society</b>	Becky Jobman
<b>One Act Play</b>	Amy Larkins	<b>FFA</b>	Tony Jensen
<b>Jr.-Sr. Class Play</b>	Lisa Delhay	<b>FBLA</b>	Ross Rumsey

Freeman Public Schools follows state/national guidelines in hiring and retaining highly qualified staff to provide services to students. If parents have any questions or requests regarding Freeman staff, please contact the office and documentation will be provided.

August 15	Start S1 (1:00 Dismissal)
September 3	Labor Day-No School
September 24	Staff Development (1:00 Dismissal)
October 15	Staff development (No School)
October 22	Parent-Teacher Conferences (4-8 pm)
October 25	Parent-Teacher Conferences (4-8 pm)
October 26	No School (Comp. Day)
November 2	Staff Development (No School)
November 21-23	Thanksgiving Vacation
December 21	Staff Development (1:00 Dismissal)
December 24-31	Christmas break
January 4	Staff Development (No school)
January 7	Start S2
January 24	Staff Development (1:00 Dismissal)
February 15	Staff Development ( No School)
March 8	No School
March 13	Parent-Teacher Conferences (4-8 pm)
March 14	Parent-Teacher Conferences (4-8 pm)
March 15	No School (Comp Day)
March 29	Staff Development ( No School)
April 1	Staff Development ( No School)
April 19	No School
April 22	No School
May 9	Seniors Last Day
May 11	Graduation
May 20	End S2 (1:00 Dismissal)
May 21	Teacher Work Day/Teacher Checkout
May 22, 23, 24	Weather Make-Up Days

## **ARTICLE 1 – MISSION AND GOALS**

### **Section 1 Vision/Mission Statement:**

Freeman Public Schools will be a progressive district, promoting excellence in educational programs while providing an environment that fosters lifelong learning. Freeman Public Schools will collaboratively engage a community of learners so that students will become productive, respectful, and responsible citizens.

### **Section 2 Belief Statements**

1. All Freeman students can learn. Through identification of individual strengths, Freeman students are stimulated and challenged every day to work to their maximum potential.
2. A variety of learning activities are used to accommodate the learning styles of Freeman students.
3. Community, parents, administrators, teachers, and students all share in the responsibility for student learning.
4. The Freeman community is responsible and respectful to themselves and others, including the beliefs, cultures, and properties of all.
5. Freeman students develop strong leadership skills through effective decision-making, problem-solving, and communication.

### **Section 3 Mutual Respect**

The Freeman Junior – Senior High School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **Section 4 Multicultural Policy**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging & eliminating racism, prejudice, bigotry, discrimination & stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Freeman Junior – Senior High School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **Section 5 Complaint Procedures**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

#### Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

Written appeal should be made within five (5) days of the Superintendent’s decision.

#### Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

## **ARTICLE 2 – THE SCHOOL DAY**

### **FREEMAN JUNIOR-SENIOR HIGH BELL SCHEDULE**

**2018-2019**

#### **Daily Schedule**

Period 1	8:10 -	8:57
Breakfast	8:57 -	9:09
Period 2	9:09 -	9:56
Period 3	9:59 -	10:46
Period 4	10:49 -	11:36

Period 5	11:39 -	12:57
Period 6	1:00 -	1:48
Period 7	1:51 -	2:39
Period 8	2:42 -	3:30

**1<sup>st</sup> Lunch = 11:39 – 12:05**

**2<sup>nd</sup> Lunch = 12:05 - 12:31**

**3<sup>rd</sup> Lunch = 12:31 – 12:57**

**Two Hour Late Start**

Period 1	10:10 -	10:52
Period 2	10:55 -	11:36
Period 5	11:39 -	12:57
Period 3	1:00 -	1:28
Period 4	1:31 -	1:59
Period 6	2:02 -	2:30
Period 7	2:33 -	3:00
Period 8	3:03 -	3:30

**1<sup>st</sup> Lunch = 11:39 – 12:05**

**2<sup>nd</sup> Lunch = 12:05 - 12:31**

**3<sup>rd</sup> Lunch = 12:31 – 12:57**

**1:00 Early Dismissal**

Period 1	8:10 -	8:35
Breakfast	8:35 -	8:47
Period 2	8:50 -	9:15
Period 3	9:18 -	9:43
Period 4	9:46 -	10:11
Period 6	10:14 -	10:39
Period 7	10:42 -	11:07
Period 8	11:10 -	11:36
Period 5	11:39 -	1:00

**1<sup>st</sup> Lunch = 11:39 – 12:05**

**2<sup>nd</sup> Lunch = 12:05 - 12:31**

**3<sup>rd</sup> Lunch = 12:31 – 12:57**

Exterior Doors will be opened at 7:50 am. A bell will also ring at 3:45 pm to indicate that students should be out of the building except if at practice or working directly with a teacher.

**Section 1 Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. Closings and schedule changes will be posted on the school website and on the school phone system.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9pm for announcement during the 10 pm news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). An announcement will be made to the

news media when schools will be closed. If school is closed, please listen to KWBE-AM (1450), KFOR-AM (1240) or watch KOLN/KGIN TV (Channel 10/11) or KLKN (Channel 8). Information will also be left on the school phone system and the school website.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and announced on the school website and phone system. Parents should have a plan in place to accommodate these circumstances.

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

What Not To Do. Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Freeman Junior-Senior High School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

## **Section 2 Field Trips, Excursions, and Activities**

These are permitted provided they are properly planned and chaperoned by certified staff members. Cars driven to school functions away from Freeman will have an adult sponsor driving each vehicle. Members of Freeman School organizations will ride school provided transportation to and from school activities when it is provided. Members may ride home from these activities with their parents or immediate adult family member providing arrangements have been made with the sponsor or the administrator prior to the event, and the parents or immediate adult family member notifies the sponsor when departing with the student. Failure to comply with the policy or the decision of the sponsor and/or administrator will be considered a student discipline infraction.

## **Section 3 Closed Campus**

Freeman Public Schools operates under a closed campus rule. Students will not be permitted to leave the school after arriving in the morning until classes dismiss at 3:30 pm unless permission to do so is obtained from the student's parent/guardian and the Principal's office. If a student is given permission to leave the building, he/she must sign out at the office before leaving. Students who fail to follow this procedure will be considered truant and will make up the time missed. Students who leave the building are to report to the Principal's office upon their return to the school.

## **Section 4 Concussion Awareness & Return to Learn**

Concussions are one of the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The risk of catastrophic injury or death is significant when a concussion or brain injury in not properly evaluated and managed.

The school district will require all coaches and trainers to complete an online course on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.

On an annual basis, the school will provide concussion and brain injury information to students and their parents/guardians prior to such students initiating practice or competition. This information will include 1) signs



and symptoms of a concussion, 2) risks posed by sustaining a concussion, and 3) actions a student should take in response to sustaining a concussion, including the notification of his/her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic events involving physical exertion, including practices or games, until the student a) has been evaluated by a licensed health care professional, b) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and 3) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of a) the date and approximate time of the injury suffered by the student, b) the signs and symptoms of a concussion or brain injury suffered by the student, and 3) any actions taken to treat the student.

School officials shall deem the signature of the individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications. (The school district will not provide for the presence of a licensed health care professional at any practice or game).

#### Re-acclimation to School

Students who have sustained a concussion and returned to school may need formal or informal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn" protocol shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom" and accompanying materials and future supplements. Nothing in board policy or this protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Freeman Schools' "return to learn" may include such accommodations as a) alternate half days, b) reduction of excessive stimulus (computer screens, noise, singing, playing an instrument), c) reduced reading and homework, d) allowance of sunglasses in school, etc.

## **ARTICLE 3 – USE OF BUILDING AND GROUNDS**

### **Section 1 Entering and Leaving the Building**

Beginning of School: Students should not be on school grounds prior to 7:50 am. The first bell will ring at 8:05 am allowing students to enter the building and to proceed to their lockers and classrooms. Students are to stay in the commons area and locker hallways and are not to go to any other part of the building without permission between 7:50 am and 8:05 am. Only the East and West main doors are to be used as entrances.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:30 pm. Make-up work, special help, assignments after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building

as soon as possible. No student may be in the building after 3:45 pm unless under the direct supervision of an instructor or sponsor.

## **Section 2 Visitors**

All visitors must report to the office to sign in and receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Students are encouraged NOT to bring visitors to school. Any exceptions to the rule shall be approved by the Principal AT LEAST ONE DAY IN ADVANCE OF THE VISIT. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

## **Section 3 Student Parking and Driving**

All cars are to be parked in the west parking lot in appropriate spaces. Cars are to remain in the parking lot until the student leaves school at the completion of the day. No student may drive or be in a car during the school day (unless of emergency). No parking is allowed on the east side of the school. When school buses are stopped for the purpose of loading and unloading students, all vehicles must stop until the bus proceeds onward or until the bus driver signals for the vehicle to proceed. Reckless driving on or adjacent to school property will not be permitted. Violators are subject to discipline by school officials and/or the sheriff's office.

## **Section 4 Tobacco Free Environment**

Freeman Public School declares all of our schools buildings and grounds to be tobacco free (including vapor products, alternative nicotine products, or any other such look-alike products). We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by the District's policy.

## **Section 5 School Drug Testing Policy**

Students grades 7-12 will be subject to Freeman Public Schools random drug testing policy, this policy is number 5021, this policy can be found on the district website.

## **Section 6 Care of School Property**

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

## **Section 7 Lockers/Book Bags**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students. It is recommended the locker be locked between classes and before and after school. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Students will be able to bring book bags to school but will be required to leave them in their lockers.

## **Section 8 School Wellness**

Students may purchase juice and water during lunch. Bottled water is permitted in school, provided the water is in clear plastic bottles.

## **Section 9 Credit Policy**

Items purchased through the school must be paid for in full before items will be allowed to leave the office. Items requiring a deposit or requiring the school to be held accountable shall be paid in full before being ordered. Hot lunches will be paid for in advance. Students may charge up to five meals. After that time, payment will be required or the student may be required to bring a lunch from home.

## **Section 10 Selling of Merchandise**

No student or student organization is authorized to sell merchandise in the school or community, or participate in fund drives without the prior authorization of the administration.

### **Section 11 School Dances**

The Homecoming and Jr.-Sr. Prom are dances sponsored for the benefit of Freeman students. All dances shall be sponsored and have approval of the principal. All students from other schools, graduates, or other out of school dates as well as out-of-class dates must be cleared by the building principal in advance of the dance. Any student leaving the dance for any reason before the dance is over will not be readmitted.

### **Section 12 Searches of Lockers and Other Types of Searches**

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

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

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

### **Section 13 Video Surveillance**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras are being used in locations as deemed appropriate by the Superintendent. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 14 Bicycles**

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

### **Section 15 Student Valuables**

Students, not the school, are responsible for their personal property. Students should not bring large amounts of money or items of value to school. Locking items in lockers is strongly encouraged.

### **Section 16 Lost and Found**

Students who find lost articles are asked to take them to the office to be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 17 Student Cell Phone and Other Electronic Devices**

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, ipod, laptop, ipad, netbook, tablet, slate. No gaming devices are allowed (to include Nintendo DS, PlayStation, Portable PSP, etc.) All ECDs, whether owned by Freeman Public Schools, the student, or anyone else, are subject to the rules and regulations of the Freeman Public Schools if they are on school property or using the Freeman Public Schools network.

By bringing their ECD's to school, students consent to the search of said devices by school staff when the staff determined that such a search is reasonable or necessary.

The use of *personal* ECD's are permissible before school, during passing periods, breakfast, lunch, and after school. Students should not use personal ECD's during class time unless they are 1) allowed by the classroom teacher for educational purposes, 2) used safely, responsibly, and respectfully, and 3) connected to the school's guest wireless account.

Students also may NOT *USE* cell phones or electronic devices while they are in locker rooms or restrooms.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle, or at a school activity on or off school grounds, will be subject to the disciplinary procedures of the Freeman Student Code of Conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Use of headphones, earbuds or wireless listening devices will be prohibited in all hallways, common areas & locker rooms during the school day,, students MAY be granted permission by classroom teacher for class purpose *inside* the classroom only.

While on school property, at a school activity, or in a school vehicle, students may not use their ECD to bully, harass, or intimidate another person.

Violation of these rules shall result in confiscation of the device. If a student refuses to give up the cell phone or other electronic device to a staff member when a violation occurs, this constitutes insubordination.

*First offense:* The administration will return the confiscated device to the offending student after meeting with the student to discuss the rule violation.

*Second & Subsequent offenses:* The administration will return the confiscated device to the parent/guardian of the offending student or possibly the student, only after a conversation with the parents. Subsequent offenses will be dealt with on a case by case basis with the parents, and ISS/OSS may be a possibility.

Students who violate this policy, may, at the discretion of the building administrator, be subject to additional discipline, up to and including suspension or expulsion.

Students shall be personally and solely responsible for the security of their ECDs. The district is not responsible for theft, loss, or damage or any ECD, including any calls or downloads.

Students wishing to place phone calls on their cell phones outside of the permitted times may come to the office to make those calls.

### **Student Computers – Accessing the Internet**

Because each student will be issued a Chromebook, students are discouraged from bringing their own computers to school, but, if they choose to do so, are subject to the following guidelines:

1. Students and parents must sign an agreement before a student is allowed to bring the device for use at school.
2. Students are responsible for their own devices. The school will not be liable for theft, damage, or loss of the device.
3. The device must be registered with the Freeman Public Schools Director of Technology. It is the responsibility of the student to know how to connect the device to the school's wireless network. (A general handout will be provided). Teachers are not responsible for troubleshooting problems on student devices.
4. When using the device to connect to the school's wireless internet, the student must connect to the Freeman guest account. Attempts to connect with 3G/4G/5G or hotspots will be considered attempts to bypass the filter and will be considered a violation of internet use.
5. Student devices must have virus protection on them to connect to the school's network.

6. By registering and signing the school agreement, students are giving the school the right to inspect the student's personal device if there is a reason to believe the student has violated Board of Education Policies, administrative policies, school rules, or has engaged in other misconduct while using the personal device.
7. Students may not use the devices to record, transmit, or post photos or videos of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the expressed permission of the teacher.
8. Students must comply with
9. teachers' requests to shutdown the device or close the screen.
10. During school hours, the student should only use the device to access classroom related activities.
11. Personal devices shall be charged prior to bringing them to school and shall be capable of running off its own battery power while at school

#### **Rules for Gmail Use at Freeman Public Schools**

1. During school hours, students should only use their @freemanschools.net accounts.
2. Students will be responsible for all activity on their student email account, even if they didn't write/create it. (Don't give out your password). Students are responsible for any account activity linked to this account (i.e. mail forwarding).
3. These email accounts are filtered and can be access by appropriate school personnel when necessary.
4. This account belongs to Freeman Public Schools. You are under school rules when using this account, even if it is not during school hours and you are not in the school building.
5. This account is for school purpose only. It should not be used to sign up for other personal accounts such as facebook. It can be used to sign up for accounts needed in the classroom.
6. Remember to follow the rules of online safety. Do not give out personal information and do not send photos or yourself, friends, or family.
7. Abuse of this privilege may lead to disciplinary action and/or loss of the account.
8. Be aware that storage for this account is in the "cloud."

#### **Consequences for Violating Acceptable Use Policy (STOPit)**

Students who violate the acceptable use policies of Gmail and Internet Access at school may be required to attend a STOPit class for proper use of electronic devices. The STOPit class will provide additional instruction for students in the area of responsible student use of online and mobile resources. The classes will be conducted after school and scheduled on an as need basis. Any student violating the acceptable use policy is required to sign a form that they will attend the next STOPit class offered in order to retain their privileges. When the student violates the rules, the classroom teacher will notify the principal of the violation. The principal will then issue the student a STOPit "ticket" identifying the violation. The student must then have the ticket signed by the student's parent/guardian. The student will return the form to the principal, who will set the date of the class.

Students can only take the course once in any school year. A second/additional violation of privileges may result in the cancellation of those privileges.

#### **Section 18 Nuisance Items**

Items deemed a nuisance or distraction to the learning environment including, but not limited to: laser light pens, pagers, air horns, white out, cameras of any kind, sunglasses, safety glasses outside the classroom, canned air/aerosols or other items deemed by the school administration to deter from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian. Lost or stolen items of this nature will not be the responsibility of the school and is one of the reasons these types of items are discouraged to be brought to school.

#### **Section 19 Accidents**

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

#### **Section 20 Laboratory Safety Glasses**

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

### **Section 21 Insurance**

Under Nebraska law, Freeman Schools may not use school funds to provide general student accident or athletic insurance. Freeman requires all student participants in athletic programs to have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does provide enrollment forms for insurance if needed.

### **Section 22 Bulletins and Announcements**

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

### **Section 22 Media Center**

The Freeman Media Center serves students and faculty. Its collection consists of many types of media available for use. Students and staff using the media center must adhere to the rules and regulations set forth by the media center specialist. Failure to do so may result in loss of privileges for use of it.

### **Section 23 Copyright and Fair Use Policy**

Staff and students must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright.

The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Article 4 – ATTENDANCE**

### **Section 1 Attendance Policy**

The Freeman School's Board of Education requires regular and punctual student attendance. The administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

### **Section 2 Attendance and Absences**

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

Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. A telephone call from the parent/guardian must be made to the school (988-2525) between 7:45 am and 8:30 am. An absence or tardy, even by parental approval, may not be excused. All

absences, except for illness and/or death in the family, require advance approval. Students who are absent for which no call has been received will be called by phone to verify the absence. A student will be given one warning that the office has not received a phone call from a parent to report an absence. For each absence with no phone call from a parent after the first warning has been issued, the student may be given a 30 minute detention. An absence for any of the following reasons will be excused, provided the previously stated procedures have been followed:

- a. Attendance at a funeral, wedding, or graduation.
- b. Death or serious illness of the student's family member
  - i. A physician's verification is required after 4 consecutive days of absences for illness.
- c. Medical appointments which require student to be absent from school.
  - i. A physician's verification is required upon the student's return to school.
- d. Court appearances that are required by a court order and the student is responsible for needing to be in court.
  - i. A verification of the court order is required prior to the court related absence.
- e. School sponsored activities that require students to be absent from school.
  - i. An activity make-up slip is required to be submitted to the school sponsor prior to being released to the activity.
- f. College Visits with the previous approval by the guidance counselor.
  - i. A college visit form is required to be submitted to the guidance counselor no later than two days prior to the scheduled college visit.
- g. Personal or family vacations.
  - i. A make-up slip from the Principal's office is required to be returned to the Principal's office prior to the vacation.
- h. Severe weather.
- i. Observance of religious holidays of the student's own faith.
- j. Other absences that have received prior approval from the Principal.

Nurse's Office Procedure: Students who need to use the nurse's office because of illness must report to the high school office for a pass. We ask that the student report to the office to request a pass to the nurse and allow the school to contact the parent about the child's illness, DO NOT call/text parent before this. The student will be counted absent from a particular class if the student is absent for more than half of that class. If a student is in the nurse's office without a pass, that student will be sent to the high school office for a pass or will be sent back to class. If that student is sent back to class, that student will be counted tardy for that class.

Absence Procedure. A student will not be allowed to enter class after an absence until a make-up slip, based upon a written or verbal parental excuse is issue by the Principal's office. A conditional make-up slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the make-up slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

### **Absences due to illness**

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Students are obligated to:**

- 1) Complete all class work in advance for any absence that can be anticipated;
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences;
- 3) Check out of school at the office if leaving school during the school day; and

- 4) Make up all work assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

- 1) Call the office to inform the school of the reason for each absence; and
- 2) Submit a doctor's statement, if requested, for each absence due to illness that exceeds five days.

If requested, assignment sheets and homework will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 8:30 am on the day the student is reported ill.

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

A student who engages in unexcused absences may be considered truant as per Neb.Rev.Statute. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. Students who are considered truant will be reported to the Gage County Attorney.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately commence an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Absences" policies.

Excessive Absenteeism. When a student is absent more than ten (10) days per semester (or the hourly equivalent) **and ANY** portion of the absences are unexcused (including tardies), the Principal may file a report with the county attorney of the county in which the student resides.

1. A courtesy letter may be sent to the parent/guardian of the student following the fifth day of absence in a semester (40 class periods) advising the parent/guardian and student of the status of his/her absences.
2. One or more meetings may be held between the principal and the parent/guardian and the student to report and attempt to solve the attendance problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
3. If a student is absent eight or more times from a specific class in a semester, unless there is a chronic health condition verified by a doctor or special arrangements involved, he/she may forfeit partial or all credit for the course and/or he/she may be placed on an attendance and/or academic performance contract for the remainder of the semester and/or school year.

Students not earning enough credit according to the NSAA guidelines may not be able to participate in activities the following semester.

### **Section 3 Tardiness**

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Four first period tardies per semester are allowed without consequence. Every tardy from the 5<sup>th</sup> tardy on will result in a 30 minute detention for the student.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Students who are tardy will be marked "Tardy" in PowerSchool by the classroom teacher. After students have reached four tardies in a semester in a class, that student may serve a 30 minute detention for that teacher.



#### **Section 4 Passes**

Students in the hallways during class periods must have a room pass signed by the teacher. If a student wants to see a teacher or go to another room during study hall, that student must have a pass signed by that teacher BEFORE reporting to study hall.

#### **Section 5 Leaving School Grounds**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the students' parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

### **Article 5 – SCHOLASTIC ACHIEVEMENT**

#### **Section 1 Grading System**

Freeman Junior-Senior High School will use the following grading system:

A	4.0	94-100%	B+	3.5	90-93%
B	3.0	86-89%	C+	2.5	82-85%
C	2.0	78-81%	D+	1.5	74-77%
D	1.0	70-73%	F	0.0	69% & below

Each teacher should define for students the grading procedures to be used in their classes.

#### **Section 2 Graduation Requirements**

The following are minimum requirements for graduation from Freeman Senior High School as set by the Board of Education (in accordance with the Nebraska State Board of Education). The student class load shall be a minimum of 60 semester hours per year unless special permission is granted by the administration. The regular course load is seven to eight subjects per day. The student needs 240 Semester Hours of credit and eight semesters of attendance.

240 Semester Hours of Credit - 200 Semester hours must be academic.

Of the 165 semester hours of required courses, a student must have earned the following hours in the following subjects in grades 9-12.

English -	45 Semester Hours (including 5 semester hours in speech)
Social Studies -	30 Semester Hours (World Cultures, Am. Hist., & Am. Govt. required)
Mathematics -	30 Semester Hours
Science -	30 Semester Hours (Earth Science & Biology required)
Practical Arts -	5 Semester Hours (Business, Agriculture)
Fine Arts -	10 Semester Hours (Art, Instrumental Music, Vocal Music)
Physical Education -	10 Semester Hours
Economics	5 Semester Hours
Career Readiness	5 Semester Hours
Technology Education	5 Semester Hours
TOTAL =	175 Required Hours
	<u>+ 65 Elective Hours</u>

## 240 Graduation Requirement Hours

The Freeman Public Schools has adopted the semester plan of giving credit. A semester hour of credit means credit given for one class period of instruction per week for a semester for which there is previous preparation. Therefore, a class meeting five days per week for a semester carries five semester hours of credit.

The senior student with the highest four-year scholastic grade point average (GPA) shall be declared the class valedictorian; the student with the next highest GPA will be declared the salutatorian. Both the valedictorian and the salutatorian must have attended Freeman High School for their entire junior and senior year and must have attended an accredited public, private, denominational, or parochial school for a period of eight semesters. Any deviation from this requirement must be approved by the superintendent of schools.

Students who complete the requirements for graduation and hold an accumulative grade point average (GPA) of 3.75 or above shall be considered to have graduated "With Honors."

Senior speakers at the Commencement Ceremonies shall be selected from all students who graduate "With Honors." Students will audition with partial speeches to a committee including the principal, class sponsor, and a group of teachers.

The satisfactory completion of disciplinary action, payment of fees, payment of school lunches, etc. are part of further graduation requirements.

Transfer student's incoming credits will be reviewed by the counselor and administration and graduation requirements will be determined at that time.

Board of Education policy prohibits any student not meeting graduation requirements from participating in graduation exercises.

Students wishing to apply for early graduation must make application to the principal before seeking permission to graduate early from the board of education.

Students will present evidence of 10 hours of volunteer service hours during each year of attendance at Freeman High School prior to receiving their diploma. Students may complete any and all hours ahead of schedule but should not be allowed to fall behind in their service hour pace. Completed volunteer service documentation forms may be turned in to the counselor's office.

### **Section 3 Promotion/Retention**

The professional staff at Freeman Junior-Senior High School will place students at the grade level and in the courses best suited to them academically, socially, and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### **Section 4 Grade Classification**

The following guidelines will be used to determine class standing:

9 <sup>th</sup> Grade	-	Promotion from 8 <sup>th</sup> Grade (0-58 Credits)
10 <sup>th</sup> Grade	-	59-115 Credits
11 <sup>th</sup> Grade	-	116-172 Credits
12 <sup>th</sup> Grade	-	173 and more Credits

### **Section 5 Incomplete Work**

If a student fails to turn in an assignment at the time designated by the teacher, the student will be assigned an "INC" (Incomplete) mark in the gradebook. The student's letter grade on Power School's Quick Look Up will also be moved from the existing grade to an "I" (incomplete). The student will have five calendar days from the time the work is listed as incomplete before the grade is changed to a 0%. Once the student completes and turns in the late assignment, the teacher will score the work and change the incomplete or 0% to a grade commensurate with the work and remove the incomplete from PowerSchool. The student's work will be scored and then the

following deductions will take place: 5% per attendance day late deducted from grade, after 5 attendance days a 0% remains in the gradebook if the work is not completed and handed in.

Student eligibility in extra-curricular activities for each week is determined on the first day of the school week (usually Monday). On Friday preliminary reports will be pulled from PowerSchool. These will be done around 12:00 PM and distributed to all teachers. One report will list students with one or more failing grades (69% or below). The other report will list any student who has an incomplete (I) in one or more classes. For privacy purposes, these reports will not be posted publicly. Students are responsible for checking their own PowerSchool account to know their academic progress. This preliminary report gives students the rest of Friday & the weekend to complete incomplete work and/or redo work to get all grades to passing (70% or above). A final report will be pulled from PowerSchool during 5<sup>th</sup> period of the following Monday or first day of the school week. Any student whose name still appears on the final report (Failing or Incomplete) will be deemed ineligible to participate in any extra-curricular activities beginning the day the final report is pulled (usually Monday). Ineligibility will remain in either instance until the first day of the following week (usually Monday). Any student who is an U (Unsatisfactory) on the citizenship scale is automatically ineligible until they return to a higher level on the citizenship scale.

Students who repeatedly turn in late work will have their citizenship grade moved from S (Satisfactory) to N (Needs Improvement). If, after students have been moved to N, the student continues to turn in late work, the student will be moved to U (Unsatisfactory). The Unsatisfactory mark will remain until the student demonstrates the ability to consistently submit work in a timely manner.

### **Section 6 Cheating**

Cheating/copying/etc. will result in a student receiving an "Incomplete" mark in the grade book and a requirement of redoing the work. The policy for late work then goes into effect until the redo is completed. In addition, the student will be moved down one level on the citizenship rubric. If the offense is a second offense, (not just in one class), the student will be moved directly to the Unsatisfactory level on the citizenship rubric, and therefore, be ineligible to participate in extracurricular activities until a time they are moved off the Unsatisfactory column.

### **Section 7 Plagiarism**

Plagiarism is defined as "the reproduction, in whole or essential part; of a literary, artistic, or musical work done by one who falsely claims to be its creator." (Encyclopedia Americana, 2003). Examples of plagiarism might include, but are not limited to: a) downloading a paper from a "paper mill," b) submitting another students' work as your own, c) copying a portion of another's work without citing it, d) copying material, supplying proper documentation, but leaving out quotes or indentions, e) paraphrasing ideas without documentation.

Plagiarism is regarded as a serious offense and generally is considered theft. Institutions of higher education expel students found guilty of plagiarism. By making students understand the consequences and long term impact of the offense, students can learn what is "right" in regards to research and writing.

Students identified as plagiarizing others will be assigned to redo the work properly. The "Incomplete" policy then goes into effect. In addition, the student will be moved directly to the Unsatisfactory level of the Citizenship rubric, and therefore, be in eligible to participate in extra-curricular activities until a time they move off the Unsatisfactory column.

### **Section 8 Retakes/Redo's**

All students are to retake tests and quizzes they fail. Retakes must be done within five calendar days of the grading of the first time test. In order to retake, a student must spend a minimum of one class period (48 minutes) preparing for the retake. This is to be done before or after school or, with teacher approval, at home. If done at home, the student must have a parent signature indicating the time spent studying. The grade on the retake will be at the teacher discretion using one of the following options:

- a. Best of the two grades
- b. A 70% if a student scores that high on the retake.
- c. Average of the two grades
- d. As per negotiated per student and teacher

### **Section 9 Schedule Changes**

Students wishing to modify their schedule should start the drop and add process by scheduling an appointment with the counselor/principal. Students wishing to make a change must do so prior to the first full week of each semester. Schedule changes requested at that time will be at the discretion of the principal. Students with a schedule conflict, or not enough classes will have priority on choice of classes over students wishing to make a change.

### **Section 10 Progress Reports**

Various supplemental reports may be sent to parents/guardians throughout the school year concerning student performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports shall be sent as frequently as teachers determine necessary.

Teachers and parents are encouraged to communicate in person, by phone, or by e-mail to discuss a student's academic progress. Parents also have the option of accessing their student's grades and attendance records via the internet. Information will be provided to parents/guardians to allow this possibility.

Mid-semester progress reports will be sent home with students to the parents.

### **Section 11 Report Cards**

Report cards are issued at the end of each semester. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "INC." All course work must be completed by the end of the semester.

### **Section 12 Parent-Teacher Conferences**

Parent-teacher conferences will be held during the first and second semesters. These conferences are made available for parents to visit any teacher or staff member. Parents can schedule conferences at any time throughout the year with any teacher by calling the school or e-mailing the teacher and making arrangements for the conferences.

### **Section 13 Activities Eligibility**

To be eligible to compete in any interscholastic events or extra-curricular activity, the student must be performing in an acceptable manner in his/her academics. A student failing any class will be considered academically ineligible for one week. Eligibility will be determined on the first day of school each week.

In addition, any student who earns an Unsatisfactory mark in Citizenship will be considered ineligible to participate in extra-curricular activities. The length of the suspension shall be determined by the Principal and may range from a minimum of one activity, to one week of activities.

Finally, the Board of Education has adopted a student fees policy. In order to participate in extra-curricular activities, the student must pay an activity fee. In return, the student will receive a free pass to attend all home school activities for no charge (exception: Holiday BB Tourney and conference and district activities hosted by Freeman).

### **Section 14 Grade Point Average, Honor Roll, & Class Rank**

In an effort to recognize a high level of achievement in scholastic endeavor, the honor roll is published each semester. All classes students enroll in will count toward student credit for graduation, grade point average, and the Honor Roll.

#### Semester Honor Roll

- Honor Roll: A student must have grades of 94% (4.0) or above in all courses for the semester.
- Merit Roll: A student must have grades of 86% (3.0) or above in all courses for the semester.

Cumulative grade point averages and class rank for all 9-12 students are determined at the end of each semester may be obtained from the counselor.

### **Section 15 Laurels**

Gold and silver pins are awarded to deserving students (grades 7-12) at Honor's Night each year. The pins are awarded on a system using all academic grades. To be eligible for a gold pin and honor certificate, a student must be on the high honor roll for both semesters. To be eligible for a silver pin and honor certificate, a student must be on the high honor roll for the first or second semester.

## **Section 16 Career Academy Classes**

Career Academy courses are offered to those students who the administration believes is capable of handling a college/high school dual credit course. Southeast Community College picks up 50% of the tuition and fees. Freeman Public Schools picks up the other 50% of the tuition and fees. Students are responsible for all books/materials required for the course. Upon approval to enroll in the class, students will be required to pay 50% of the tuition and fees of the class (payable to Freeman High School) on the first day of the semester in which the student is enrolled in the class. Upon successful completion of the college portion of the class, (C+ or better), Freeman High School will refund the deposit to the student.

## **Section 17 National Honor Society**

Introduction into the National Honor Society is based on the four principles that are held in high esteem by the society: knowledge, leadership, service, and character. In order to be eligible for the National Honor Society, a student must have completed three high school semesters with a grade point average of 3.5 or above. It should be noted that academic excellence is not the only factor in selection.

A teacher committee reviews the applicants and issues an invitation to apply for membership. The teacher committee is chosen by the National Honor Society advisor and is made up of five teachers. Those applicants prepare a Candidate Activity Resume with school activities, community involvement, and employment. Also required is a paragraph stating qualities that each applicant exhibits as a National Honor Society member.

The advisor gives teachers in the school the resumes for each applicant. Teachers complete a rubric on only those students with whom they are familiar. Once all teacher rubrics are gathered, the advisor presents the information to the five-member teacher committee, who then make the final selection of students to induct. All criteria must be considered or the Daniel Freeman chapter would be in jeopardy of losing its charter and affiliation with the National Honor Society.

Once inducted, a member must remain in good standing or he/she may lose his/her membership. A student must maintain the 3.5 GPA and must maintain the standards of leadership, service, and character used as the basis for selection. A student is allowed warnings during membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. Also, a student who is dismissed or who resigns may never again become a member of the NHS. For minor offenses, the advisor may suspend certain chapter privileges. If the faculty council decides dismissal may be warranted, the member is allowed to present his case before the faculty council. If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the principal. The member then must surrender the NHS membership card to the chapter advisor.

### **NHS Criteria**

#### **A. Service**

1. Participates in a variety of activities and is involved outside of school
2. Is gladly available and willing to sacrifice to offer assistance
3. Works well with others
4. Is willing to take on difficult responsibilities
5. Does committee work uncomplainingly
6. Shows courtesy by assisting other students, teachers, administration, & community

#### **B. Leadership**

1. Demonstrates leadership in promoting school ideals
2. Exercises influence on peers in upholding school ideals
3. Contributes ideas that improve the life of the school
4. Exemplifies positive attitude in the school and the community
5. Inspires positive behaviors in others
6. Demonstrates leadership in the classroom and in activities
7. Is thoroughly dependable in any responsibility accepted

#### **C. Character**

1. Takes criticism willingly and accepts recommendations graciously
2. Consistently exemplifies desirable qualities of behavior
3. Upholds principles of morality and ethics
4. Cooperates by complying with school regulations
5. Demonstrates the highest standards of honesty and reliability
6. Shows courtesy, concern, and respect for others
7. Is punctual both inside and outside of the classroom
8. Avoids cheating in schoolwork

9. Actively helps rid the school of bad influences and environment

## **ARTICLE 6 – SUPPORT SERVICES**

### **Section 1 Special Education Identification and Placement Procedures**

Freeman Public School district has a plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at Freeman Public Schools, 415 8<sup>th</sup> St., PO Box 259, Adams, NE 68301 or call 988-2525.

### **Section 2 Guidance Services**

These services are designed to help parents, students, faculty, and administration in the educational planning of Freeman Senior High students.

#### Cumulative Records

Cumulative records are maintained for each student that attends Freeman Public Schools. These files are accessible to students, parents, teachers, administration, and counselors. Students under the age of 18 must have their parents or guardian present when observing their file. By State Law, to have records sent to another school, prospective employer, or any other party, requires an official release form to be signed by a parent/guardian of a student under 18 years of age and by the student if 18 years of age or older. These forms are available in the counselor's office.

#### Personal Counseling

Personal and group counseling are provided on a voluntary basis at student and/or parent request. All personal counseling is kept confidential. Contact the counselor if you wish to utilize this service.

#### Career Education and Career Counseling

The Freeman Public Schools provide a comprehensive career education program for all students. This program is designed to assist students in decision making, personal growth, increasing awareness of occupational choices, and making academic plans. For information about college entrance requirements and scholarships and other financial assistance, consult the guidance counselor.

#### Academic Counseling and Scheduling

Counseling is available for academic planning for each student. The counselor will oversee scheduling for each student to see that each student can meet graduation requirements while preparing for a post-high school career. Parents are encouraged to be an integral part of this planning.

#### School Assessment Program

Freeman Public Schools administers a number of assessment instruments to supplement information on students. All students may be tested for academic achievement, vocational aptitudes, vocational choices and personal interests at some point in their educational program. All of this information is accessible under the same restriction as student records.

#### Registration

Students register for the current year the preceding spring. Therefore, students have selected classes which meet their needs and desires as indicated by their spring registration. The spring registration will be considered final registration unless it becomes necessary for a student to make a change in the fall. A copy of the student's final registration form will be provided at the beginning of the fall semester. New students will be registered upon enrollment in Freeman Public Schools.

All students will be scheduled for eight courses unless a study hall is required by a student's IEP. All drop and adds must have administrative and parent approval. To drop a class after the deadline by student request or administrative directive may result in the student receiving a failing grade in that class.

### College Days

The following procedures shall be followed for students who request to take a College Day:

1. College Days will be for seniors and juniors. Juniors and Seniors are allowed 4 days release time over this two year period to visit colleges or vocational schools. These days can be used for the following reasons:
  - a. College Campus Visits
  - b. College Exams (example: UNL math or a junior college entrance exam)
  - c. Job Shadow
  - d. Class registration
2. All approved college visits must be set up through the counselor two SCHOOL days prior to the visit. The first step is to see the counselor and indicate where and why you would like to visit this institution.
3. Parents must call or email the school's guidance counselor to give permission prior to the trip at least two school days in advance.
4. Days must be used prior to April 15 so as not to interfere with end of school year testing, etc. JUNIORS: College visits are a valuable experience and provide an opportunity to see a campus when classes are in progress. Freeman encourages you to take advantage of this opportunity. There are a minimum number of days that activities don't pull students out of the building. Because of this, requests will be DENIED on days juniors are scheduled to take NWEA and NeSA tests.

### Meetings with Armed Services or College Admissions Counselors

Students and/or parents may meet with Armed Services Recruiters during a class period when the student has a study hall or during lunch. Students will not be released from class to meet with a recruiter.

Students in the junior and senior classes are encouraged to meet with any of the college or vocational school admissions counselors when they visit Freeman High School. Parents are welcome to attend these presentations. Interested students should sign up in the counselor's office prior to the end of the day before the visit. Students are responsible for making work up in advance in the class they may miss. Failure to make up work ahead of time may result in the student not being dismissed to meet with the admissions counselor.

## **Section 3 Health Services**

### Student Illness and Injury

School health or office personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please notify the office of changes to your emergency daytime phone numbers so that you can be reached if your child becomes ill or injured while at school. Please also inform the school nurse or office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply. Medications cannot be kept in lockers or with the student.

### School Health Screening

Throughout the school year, each student shall have a health inspection consisting of a screening for vision, hearing, dental defects, height and weight, or other conditions as prescribed by the State Department of Health. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified.

Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

#### Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office. Each student must have a physical examination administered by a licensed physician before he/she may participate in interscholastic athletics.

#### Immunizations

All students shall show evidence of immunization as stipulated by Nebraska State Statute 71-503 before being allowed to attend school.

Immunizations against the following diseases are required for every child:

- measles
- mumps
- rubella
- poliomyelitis
- diphtheria
- pertussis
- tetanus
- Varicella (Chickenpox)
- Hepatitis B
- any other immunization required by the state

Additionally, for 7<sup>th</sup> grade only

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

Students must show proof of immunization upon enrollment in Freeman Jr.-Sr. High School. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement that is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

#### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Freeman Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

#### Guidelines for Head Lice



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

1. Children will be sent home from school for live head lice. In the event the child has
2. TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
3. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
4. A child who is sent home from school for head lice should miss no more than two school days.
5. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
6. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
7. Families are encouraged to report head lice to the school health office.
8. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

### Child Abuse

To comply with current Nebraska Statute, Article 15, Abuse of Minor Children, Incompetent or Disabled Persons, Sections 28-1501 to 28-1508, any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report or cause a report to be made on any suspected case. Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be a) placed in a situation that may be endangering his life of physical or mental health, b) tortured, cruelly confined, or cruelly punished, c) deprived of necessary food, clothing, shelter, or care, d) left unattended in a motor vehicle, if such a child is six years of age or younger, or e) sexually abused. Section 1507 provides immunity from liability to those reporting or investigating child abuse.

## **ARTICLE 7 – DRUGS, ALCOHOL, & TOBACCO**

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

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### ***Education and Prevention***

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for students. Further, the district will have proper in-service orientation and training for all certified staff.

Standards of student conduct adopted by board policy or administrative regulations prohibit the unlawful possession, use, or distribution of illicit drugs, tobacco (including vapor products, alternative nicotine products, or any other such look-alike devices), or alcohol on school premises or as a part of any of the school's activities. This includes such unlawful possession, use, or distribution of illicit drugs, tobacco, and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

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

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug, look-alike drug, abusable glue or other inhalant, or tobacco.
5. Distribution of any illicit drug or tobacco (including vapor products, alternative nicotine products, or any other such look-alike devices).
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol or tobacco (including vapor products, alternative nicotine products, or any other such look-alike devices)..

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

### ***Authorized Use***

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

### ***Disciplinary Sanctions***

Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.

If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

### ***Administration***

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the

extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

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

**ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES, AND REGULATIONS**

**Section 1 Student Conduct and Discipline Policies**

The common goal of students, parents, faculty and administration of Freeman Junior-Senior High School is to maintain a school atmosphere conducive to learning. Student behavior that infringes upon the rights of other learners or constitutes an interference with school purposes will not be tolerated. In order to achieve this, Freeman Junior-Senior High School will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Freeman Junior-Senior High School's rules and policies will result in disciplinary consequences up to and including expulsion from school.

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

### **Student Conduct Rules**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

### Student Appearance Policy:

Students at Freeman Junior-Senior High School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

- Shoes must be worn at all times.
- Clothing or jewelry that is gang related or that could be used as weapon (chains, spiked apparel, straps, etc.) or that encourage "horse play" is not permitted.
- Clothing that shows an inappropriate amount of bare skin or any underwear (midriffs, spaghetti straps, sagging pants) will not be permitted.
- Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs will not be permitted.
- Clothing or jewelry which exhibits nudity, makes derogatory or sexual references, or carries double meanings will not be permitted.
- Head wear including hats, caps, bandanas, and scarves will not be permitted.
- Pajama pants, clothing with holes, boxers, "break aways" and cut offs will not be permitted.
- For girls "dress" tank tops and sleeveless shirts, if hemmed, are permitted.
- For guys, tank tops and sleeveless shirts are not permitted.
- Dress shorts, walking shorts, gym shorts w/ drawstrings are permitted if of acceptable length.
- Wind pants and sweat pants with draw strings are permitted.
- Students will not be allowed to write on or having writing on any skin

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

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

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

### Study Hall Policies

- Students will be in assigned seats when the tardy bell rings.
- Students will talk to other students by permission only and if it pertains to school work.
- Any student who checks out of study to another area must have a signed pass signifying a destination. The student must check back in before the end of the period with a signed pass from the teacher of the original destination.
- Students may use the restroom, one at a time. Students will sign out and back in.

### Breakfast Rules

Breakfast will be served between 1<sup>st</sup> and 2<sup>nd</sup> periods in the commons area. Students who wish to eat breakfast will indicate this to their first period teachers at the same time lunch count is being taken. Breakfast will be served in the south commons. Students should complete their breakfast and report to second period class.

### Lunch Rules

Students are not permitted anywhere other than the commons area during lunch unless they have permission of a supervisor, principal, or teacher. The following procedures will be used to create order when passing to lunch.

- Lines will be created as follows: MWF seniority first, T/TH underclassmen first.
- Students who run to lunch or “cut” will be moved to the back of the line.
- Students may sit in student lounge after eating, students found outside of lounge/common area, will lose lounge privileges.
- Once lunches have been completed, students will return trays and return to their seats until the bell rings to signal passing to their next class. Students in the last lunch will be asked to stack chairs against walls to assist in the cleanup of the north commons.

### Harassment and Bullying Policy:

It is the mission of Freeman Public Schools to provide a physically safe and emotionally secure environment for students and staff.

“Bullying” or “Harassment” is not to be permitted. These guidelines are established to respond specifically to these types of behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step Two: The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If a student fails to respond positively to the corrective measures of Step Two, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

### Dating Violence

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

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

### Bus Riding Rules:

Transportation to and from school is a privilege, not a right. 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.

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 substances on the vehicles.
8. Students may not carry weapons, look-alike 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 while 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 (i.e., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or produce injury if tossed about inside of the vehicle if the vehicle were involved in an accident.
12. Students 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 the departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### *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 the principal for disciplinary actions. Consequences may include: 1) Note home to parents, 2) Suspension of bus riding privileges, 3) Exclusion from extra-curricular activities, 4) In-School suspension, 5) Short term or long term suspension from school, 6) Expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance to policy, state law, and federal law. Reports of serious misconduct may be forwarded to law enforcement.

#### Fire or Damage Procedure:

Any text, resource material, and/or other school property on loan to a student is the responsibility of the student. Students can be held accountable for the replacement or any item lost or damaged beyond normal use.

#### Body Piercing:

Body piercing that interferes with the learning environment or are a health risk are prohibited.

#### Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

First Offense: Student will be confronted and directed to cease.

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

Third Offense: Student will be suspended from school for a minimum of one day and parents and student will meet with the administrator and counselor.

If this type of behavior continues, the student could face long-term suspension or expulsion.

#### Specific Rule Items:

The following rules may result in disciplinary actions which, if are repeated violations, may result in discipline up to expulsion:

- Students are not given locker passes, restroom passes, or telephone passes to leave a classroom or study hall unless special circumstances arise.
- Students in the hallway during class time must have a pass with them.
- Students are expected to bring all books and necessary materials to class, including study halls.
- Assignments for all classes are due as assigned by the teacher.
- Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- Students are to be in their seats and ready for class on the tardy bell.
- Special classes such as Ag, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.
- Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- Snow handling is prohibited.

## **Part 1 Forms of School Discipline**

### Short-Term Suspension:

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

Conduct constituting grounds for expulsion as hereinafter set forth; or

Other violations of rules and standards of behavior adopted by the Freeman Public School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student and the student's parent or guardian to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following condition: All work will be completed in the assigned area.

### Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### Long-Term Suspension:

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

#### Expulsion:

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 ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which

the expulsion shall remain in effect for summer school and the first semester of the following school year, or © unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal,

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

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.

#### Alternative School or Pre-expulsion Procedures

The school shall either provide an alternative school, class, or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal 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 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.

#### Law Enforcement

If the principal knows or suspects a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in LB 79-4, 180, the principal shall notify the county sheriff or city law enforcement authorities as appropriate. Before making such a report, the principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based.

#### Other Forms of Student Discipline:



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

Detention

Detention period is a time when the student is assigned to stay after school, or another arranged time, for any infractions of accepted student behavior. Detention time is set at the discretion of the teacher or principal.

If a rural bus student is detained after school, the teacher must see that the student has transportation home or give the student 24 hours of notice so that transportation may be arranged. Students involved in extra-curricular activities after school may be required to serve their detention first. If a student is requested to remain after school or come in before school by a teacher and does not do so, he/she will be reported to the office and will be given a one day in-school suspension.

**Part 2 Citizenship**

Each student will be evaluated in each class on citizenship. Students will begin each grading period at the Satisfactory Level. Movement off of Satisfactory (higher or lower) will be based on the rubric listed below. Any student movement that results in an unsatisfactory evaluation will mean the student will be ineligible for participation in extra-curricular activities until movement off the Unsatisfactory category.

Note: If a student is deemed to be unsatisfactory, then that student is one that should not be representing Freeman at extra-curricular activities. UB5, UB6, and UP5 are not specific to any one period.

Students will start each semester with a Satisfactory mark (Exception may include UB6).

Citizenship pins are awarded to students who are moved to Honorable by a minimum of three teachers each semester and have received no movement to Needs Improvement or Unsatisfactory.

Citizenship Rubric

Honorable (H)	Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
<b>BEHAVIOR - Almost Always</b> HB1-Is courteous and respectful to teachers and all students HB2-Is cooperative and dependable HB3-Displays strong	<b>BEHAVIOR – Usually</b> SB1-Is courteous to teachers and students SB2-Is cooperative and dependable SB3-Accepts leadership when asked	<b>BEHAVIOR – Sometimes</b> NB1-Is disrespectful or discourteous NB2-Accepts suggestions or reprimands NB3-Monopolizes	<b>BEHAVIOR - Frequently</b> UB1- Is discourteous, negative, disrespectful, uncooperative UB2-Disrupts class atmosphere with attention getting behavior

leadership HB4-Displays a positive attitude HB5-Follows classroom rules HB6-Uses classroom materials wisely and encourages others to do the same	SB4-Displays a positive attitude SB5-Follows classroom rules SB6-Uses classroom materials responsibly	teachers focus/hinders the progress of the class NB4-Is talkative and/or inattentive NB5-Exhibits poor conduct NB6-Breaks classroom rules NB7-Needs reminders to use materials appropriately NB8-First offense cheating, copying, sharing answers during a school year.	UB3-Disregards classroom and school rules UB4-destroys classroom materials <b>BEHAVIOR</b> UB5-Any single incident of plagiarism or suspension or expulsion from school UB6- Second or additional offense during a school year for cheating, copying, sharing answers
<b>PARTICIPATION—Almost Always</b> HP1-Demonstrates self-discipline and preparation HP2-Volunteers and participates enthusiastically HP3-Is a positive force during class discussions and group work HP4-Assists and encourages others HP5-Completes work on time or ahead of time HP6-Is punctual	<b>PARTICIPATION – Usually</b> SP1-Is prepared for class SP2-Works independently or in a group without needing urging SP3-Participates when asked SP4-Completes work on time SP5-Is punctual	<b>PARTICIPATION – Sometimes</b> NP1-Is unprepared for class NP2-Needs urging to work independently or in groups NP3-Participates when coaxed NP4-Is inattentive NP5-Doesn't complete work on time NP6-Is tardy	<b>PARTICIPATION – Frequently</b> UP1-Is unprepared for class UP2-Refuses to participate, is continually off task, and needs constant supervision to work UP3-Refuses to participate UP4-Fails to turn in assignments UP5-Tardy (combination of all classes)

### Part 3 Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Freeman Junior-Senior High School, all students are expected to refrain from the following conduct.

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

The failure to refrain from the following conduct shall constitute grounds for short term suspension, 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:

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- Public indecency as defined in section 28-806, except that this prohibition shall apply only to those students at least 12 years of age but less than 19 years of age;
- Engaging in bullying as defined in section 79-2, 137 and in these policies;
- 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, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- 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.
- A repeated violation of any of the following rules if such violations constitute a substantial interference of school purpose:
  - o 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;
  - o Dressing or grooming in a manner which is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting, or indecent to the extent that it interferes with the learning and educational process.
  - o Violating school bus rules as set by the school district or district staff;
  - o Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc;
  - o Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - o Possession of pornography;
  - o Sexting or the possession of sexting images (a combination of sex and texting – the act of sending sexually explicit messages or photos electronically).
  - o Engaging in hazing, defined as an activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude, sleep deprivation and restrictions on personal hygiene, yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one’s skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
  - o Bullying, which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to: continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e. hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim’s real name, address, or school at websites or forums; posting as the identity of the victim for the purpose of publishing material in their

name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- Violation of the district's computer acceptable use policy, up to and including expulsion (i.e. – Internet Use and Safety Policy and/or the Personal Electronic Devices Policy);
- A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.

### **Firearms and 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 below. 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 below. A "weapon" shall mean any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

No person may bring, possess, handle, or transmit a firearm while on school grounds, in a school owned vehicle, or at any school activity or event off school grounds except as permitted below. A "firearm" 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 Officer Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training.
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under 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, as a starter at a track meet;
4. Firearms contained within a private vehicle operated by a non student adult that are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle;
5. A handgun carried as a concealed handgun by non student adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his/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 while the vehicle is in or on such parking area, except as prohibited by federal law.

#### Exceptions for Students

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

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to sue 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 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 requirements on a case-by-case basis.

#### Consequences – Weapons

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, and 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 confiscated by school personnel shall be delivered to a peace officer as soon as practical. 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 when a student brings a firearm or weapon to school.

#### **Grounds for Emergency Exclusion**

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies.

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

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

#### Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion/exclusion of a student for more than five 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 determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

#### Notification of Student's Parent(s) or Guardian(s)

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

#### Opportunity to Request a Hearing

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

#### Failure to Request a Hearing

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

#### Appointment and Qualifications of a Hearing Examiner

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

#### Hearing Examiner's Notice to Parent(s) or Guardian(s)

The hearing examiner shall promptly give written notice of the time, date, and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No

hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

#### Continued Exclusion

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

#### Examination of Student's Records and Affidavits

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

#### Attendance at Hearings

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 by a representative of the family's choice.

#### Student's Witness(es)

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

#### Right to Know Issues and Nature of Testimony

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

#### 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/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 Recommendation

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.

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

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

In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs, it shall be the policy of the Freeman Public Schools to notify the proper legal

authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- a. Knowingly possessing illegal drugs or alcohol.
- b. Assault.
- c. Vandalism resulting in significant property damage.
- d. Theft of school or personal property of a significant nature.
- e. Automobile accident.
- f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

#### **Part 5 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. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or by personal within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice will 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony;
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the study may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if not 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, 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.
4. Nothing in this policy shall preclude the student, student's parent, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall following the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures: outlined below, except that the time constraints set forth may differ as provided by law and school policy. The student shall be entitled to a hearing but the consequences imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Hearing Procedure:

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.

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.

Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

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.

Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Freeman Board of Education at any reasonable time prior to the hearing.

Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

Record. The hearing proceedings shall be recorded at the expense of the school district.

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.

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.

Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the school Superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents/guardian. Upon receipt of the written notice by the student and/or parents/guardian, the determination of the Superintendent shall take immediate effect.

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.

Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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 delivery, or registered or certified mail.

## **ARTICLE 9 – EXTRA-CURRICULAR ACTIVITIES – RIGHTS, CONDUCT, RULES & REGULATIONS**

### **Section 1 Guidelines for Extra-curricular Activities**

Guidelines for Extra-curricular activities are found in the Activities Handbook.

### **Section 2**

#### **Student Fees**

Subsequent to the passage of the Public Elementary and Secondary Student Fee Authorization Act by the Ninety-Seventh Legislature (Second Session) the board of education of Gage County School District No. 34 adopts the following student fee policy. This school district will:

- I. Provide free instruction for all courses for which the school district is required by law or by rules or regulations of the Nebraska Department of Education to offer.
- II. Provide the staff, equipment and materials necessary for such instruction without any charge or fee to students who legally reside within the boundaries and attend Gage County School District No. 34 and to those students who may be under legal contract to this school district from other public school districts or who may be approved for attending this school district as result of Nebraska statutes §§79-234 through 79-247, homeless students as set forth in PL 100-77, Part 7, Subpart B, foreign exchange students as set forth in Policy 5125, Foreign Exchange Students, and those other situations specifically approved by the board of education. Students, other than those individuals identified, as homeless students must be living with a legal guardian as set forth in Policy 5115, Students Must Live with Legal Guardian.

### *Definitions*

Extracurricular Activities shall mean student activities or organizations which are (1.) supervised or administered by the school district, (2.) which do not count toward graduation or advancement between grades, and (3.) in which participation is not otherwise required by the school district. [Sect. 2, (1)]

Students shall mean student, their parents, guardians or other legal representatives.

Governing Body shall mean a school board of any class of school district or an educational service unit. [Sect. 2, (2)]

Postsecondary Education Costs shall mean tuition and other fees associated with obtaining credit from a postsecondary education institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to §79-1106 to §79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution. [Sect. 2, (3)]

Except for those exemptions as set forth in LB-1172 which pertain to students who qualify or are approved for free or reduced price lunches under the USDA child nutrition program, Gage County School District No. 34 may require and collect fees or other funds from or on behalf of students to provide specialized equipment or attire for any of the following areas:

### *Extracurricular Activities, Specialized Equipment or Clothing.*

- I. All students shall be expected to be well groomed and wear appropriate clothing as set forth in Policy 5505, Student Conduct. Students shall be responsible for providing traditional clothing apparel to meet the school district's general guidelines and any guidelines established by various programs in which students may participate. The need for such apparel and its proper use shall be specified in writing by the administration or the designated staff member responsible for the program or activity. (Sect. 5)
- II. The school district will provide uniforms and normal protective equipment or pads for students participating in extracurricular activities. The school district will select the type of equipment which school officials may feel best meets the needs of the school. The school district will not provide equipment that may readily be used or worn by students in out-of-school endeavors or activities. Refer to AR-5340, Student Fees for Participation in Extracurricular Activities and Noncredit Courses. [Sect. 3, (1)]
- III. The school district will not be responsible for the cost of, or for providing equipment or clothing, which may be specially fitted or worn exclusively by a student. These items may include but not limited to: cheerleading or dance uniforms, special choir uniforms, T-shirts or sweat shirts with specific logos, golf clubs and ball gloves. Special medical braces or mouthpieces, which may be individually fitted, will be the responsibility of the student and his or her parent or guardian. [Sect. 2, (1) and Sect. 3, (I)]
- IV. The school 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.

### *Admission Fees and Transportation Charges for Spectators Attending Extracurricular Activities.*

- I. All school-related extracurricular activities must have the approval of the superintendent of schools or his or her designee.
- II. The school district does charge a fee for students to participate in extracurricular activities. The school district may charge an admission to activities. If activity tickets are sold, the school will determine the cost for student season tickets to extracurricular activities held locally, except for conference tournaments or play-offs sponsored or assigned by the Nebraska School Activities Association. The school district has no control of admission fees charged by other schools.
- III. The school district will provide transportation or arrange for the transportation to all school-sponsored extracurricular activities at no cost to the students, and for those students who have been authorized by the activity sponsor or activity director to participate in the event.
- IV. If school officials authorize the use of a student spectator bus to transport students of a school-sponsored event, the superintendent of schools shall determine if a fee should be charged to offset the cost of the

bus and bus driver. Individual students may be assessed a fee, or the fee may be paid by a student or school organization, by a student booster organization, or by a local organization or group of local citizens. [Sec. 3, (2)]

*Postsecondary Education Cost.*

- I. A student shall be responsible for all postsecondary education costs including books, tuition and transportation, for courses, which are not used to meet graduation requirements for this school district, or for courses that have not received the approval of the superintendent of schools.
- II. Payments for courses to meet graduation requirements for this school district, for courses that may be considered as accelerated courses, or courses that may further challenge the exemplary student, students must have prior approval of the superintendent of schools. If approved, the school district will pay for tuition fees and books. Student, or their parents or guardians will be responsible for any transportation costs or other costs incurred. [Sec. 3, (3)]

*Transportation Costs Pursuant to Nebraska Statutes §79-241, §79-605, and §79-611.*

- I. This school district will not be responsible for the transportation of enrollment option students to school from home, or from school to the student's home, except for those special education enrollment option students which qualify for transportation under Nebraska Statute §79-1129 and those enrollment option students that have been approved as set forth in Policy 5110.1, Enrollment Option Students and AR-5110.I-Transportation of Enrollment Option Students.
- II. This school district will not be responsible for the transportation of nonresident students unless such transportation has prior approval of the board of education.
- III. Based upon the policy of the board of education, Gage County School District No. 34 will either provide transportation or pay parents or guardians for the transportation of students who qualify, as set forth in Nebraska Statute §79-611. [Sec. 3, (4)]

*Copies of Student Files or Records pursuant to Nebraska Statute §79-2, 104.*

- I. Students in this school district and their parents, guardians, and district-certificated employees who have a need to know shall have access to school files or records concerning such student. No other person shall have access to such files or records unless approved by the superintendent of schools. School employees shall not divulge student information in any manner to unauthorized persons. The school district will provide students, or their parents or guardians with copies of the students' files upon written request by the student, or his or parents or guardian. School officials will send copies of students' records to educational institutions. Refer to Policy 5205, Confidentiality of Records. If, in the judgment of the superintendent of schools, the number of requests for duplication of a student's records becomes excessive, the school district may charge a fee to cover the cost of duplication and/or mailing of these records. [Sec. 3, (5)]

*Reimbursement*

- I. Each student shall be responsible for all school books or school equipment, which he or she may use throughout the course of a program or school term. School officials shall maintain a record of school books or equipment, which may be issued to each student. School officials may impose a fee if books or equipment are returned which exhibit excessive wear or are soiled, damaged, or may become lost. [Sec. 3, (6)]

*Before-and-After-School or Pre-kindergarten Services Offered Pursuant to Nebraska Statute §79-1104.*

- I. Each student shall be responsible for costs included in the Participation of any before-and-after-school or pre-kindergarten services offered by the school district, including any transportation costs, unless such services are required to be provided without cost, or the board of education votes to provide the services or programs without cost to participants. [Sec. 3, (7)]

*Summer School or Night School.*

- I. Each student shall be responsible for summer school classes or night school unless the program has been approved as tuition-free by the board of education. If the school district would charge a fee for courses, such as drivers education, during the summer, over weekends, or during evenings, those students who qualify or are approved for free or reduced price lunches under the USDA child nutrition program may apply for a tuition exemption.

- II. The school district will not pay for correspondence courses unless the requirement for taking the course is considered as a form of alternative education and is associated with Policy 1355, Firearms and Destructive Devices, Policy 5560, Student Suspension, Expulsion and Grievance Procedures or has otherwise been approved by the board of education. [Sec. 3, (8)]

*Breakfast and Lunch Program.*

- I. The costs associated with any school breakfast or lunch program shall be consistent with applicable current state and federal laws and regulations.
- II. Individual students shall be responsible for the cost of food, beverage and any personal or consumable items which may be dispensed through coin operated vending machines or by booster clubs, parent groups, book clubs, etc. unless specifically requested to be purchased by the school administration or the board of education. [Sec. 3, (9)]

Refer to AR-5340 for student Meals for Field Trips or Extracurricular Activities.

*Minor and Consumable Items*

- I. The school district encourages students to furnish minor items and consumable supplies as needed, but this is not required. This may include, but not limited to, pencils, pens, paper, erasers and notebooks.
- II. Students will be expected to provide certain non-specialized items. This may include, but not limited to, aprons for cooking classes or coveralls or jackets for shop classes. (Sec. 4 & 5)
- III. The school district will not require a student to become a member of any organization as a condition for taking and receiving credit in a class. If a student chooses to participate in music, science, vocational organization or club, or other organization, he or she will be responsible for any costs incurred.
- IV. The school district does not generally charge class or organization fees. However, this does not preclude individual groups from asking for a suggested donation to the class/organization fund. Classes or organizations should keep the amount collected at a minimum and should have a specific budgetary plan. The funds collected will be deposited into a specific class or organization account maintained as a part of the school district's activity fund. (Sec. 4)

*Material Costs for Projects.*

- I. Classes, such as shop, consumer family education, etc. may, from time to time have students work on special projects. At the beginning of a semester instructors will provide students with a list of basic learning projects for which the school district will provide materials at no cost to the students. The school district will furnish supplies for the basic learning projects.
- II. If a student chooses to work on a project which is not considered a part of the basic learning project, and desires to take the project home, the cost of the project must be approved by the class instructor and the student's parents or guardian, and the student will reimburse the school district for the cost of the project, including hardware, finish material and/or waste or spoilage which may be associated with the project. Items that need to be ordered should be paid in advance.
- III. Students who qualify for or are approved for free or reduced price lunches under the USDA child nutrition program, but do not wish to pay for projects that may be taken home, may consider the following alternatives:
  - a. With the approval by the instructor, work on a project, which may be approved and used by the school, the city or other public nonprofit agency.
  - b. With the approval by the instructor, work on a project for a relative or a friend who will reimburse the school district for the cost of the material as described above.
  - c. With the approval of the instructor, assist another student on his or her project. (Sec. 6)

*Waivers.*

- I. Refer to AR-5340, Student Fees for Participation in Extracurricular Activities and Noncredit Courses for a request form for waiver of student fees for families that qualify or are approved for free or reduced-price lunches.
- II. Gage County School District No. 34 shall provide fee waivers based upon the Public Elementary and

Secondary Student Fee Act for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. Under certain conditions, as set forth within this policy and AR-5340 students shall be provided a fee waiver or provided material or equipment without charge for:

- a. Participation in extracurricular activities.
- b. Use of musical instruments for non-curricular activities.
- c. Materials for class projects.

*Public Hearings and Distribution of Policy*

On or before August 1, annually, the board of education of Gage County School District No. 34 shall hold a hearing at a publicly scheduled board meeting on its proposed student fees policy. Prior to the discussion of the policy school officials will review the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee prior school year. The student fee policy must be adopted by a majority vote of the board of education and shall be either published in, or as an addendum to the student handbook. (Sec. 10)

**ARTICLE 10 – STATE AND FEDERAL PROGRAMS**

**Section 1 Designation of Coordinator(s)**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Mr. Randy Page, Superintendent, Freeman Public Schools, P.O. Box 259, Adams, Nebraska 68301, (402)988-2525.

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

## **Section 2 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001 requires Freeman Junior-Senior High School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Freeman Junior-Senior High School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Freeman Junior-Senior High School will comply with any such request.

## **Section 3 Notice Concerning Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Freeman Junior-Senior High School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Freeman Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Section 4 Parental Involvement Policies**

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

## **Section 5 Homeless Student Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law. It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

## **Section 6 Breakfast and Lunch Programs**

Freeman Junior-Senior High School has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs meal.

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

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

### **Technology/Internet/Network/Computers Users Agreement**

Internet and Acceptable Use Policies are to be adhered to per Board of Education Policy. Freeman Public Schools will comply with the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

#### **Part 1 – COPPA**

Freeman Public Schools will not allow companies to collect personal information from children under the age of 13 for commercial purposes. Freeman Public Schools will make reasonable efforts to disable advertising in educational computer applications.

Freeman Public Schools will 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.

Freeman High School offers Google Apps for Education accounts for all students in grades 7-12. This includes a district-issued email (gmail) account with access to google docs, calendar, drive, and sits. Students will adhere to google's acceptable use policy. By participating in google apps for education, a student's information will be collected and stored electronically in the "cloud."

#### **Part 2 – CIPA Internet Safety Policy**

With respect to Freeman's computer network, the district shall a) prevent user access to or transmission of inappropriate material via the internet, electronic mail, or other forms of direct electronic communications, b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, c) prevent unauthorized access, including "hacking" and other unlawful activities online, d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of

minors, and e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

### **Acceptable Use Policy**

Freeman Public Schools' Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Freeman Public Schools to anyone when it deems it necessary in the public interest.

Access to the Internet is an important educational resource for students. Although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet. Efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources are expected.

1. As a safety precaution, full names or addresses are not to be revealed to strangers on line.
2. Computer and network resources have been provided for educational purposes. Game playing and commercial uses are prohibited.
3. Sharing of individual accounts is prohibited.
4. Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
5. Chain letters and inter-relay chat are misuses of the system.
6. Vandalism or "hacking" of any kind is prohibited.
7. The security of the system and the rights of other users are to be respected at all times.

Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of Freeman Public Schools and/or civil authorities. Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.

Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Freeman Public Schools harmless from any claims or damages arising from such use. Freeman Public School District makes no warranties for the information or the services provided.

### **Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)**

Minors or adults shall:

1. Not access material that is obscene, harmful to minors, is child pornography, or is otherwise inappropriate for education.
2. Not use Freeman Public Schools' technology or Internet resources to engage in hacking or attempt to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Freeman Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Freeman Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Freeman Public Schools.
6. Minors shall not disclose personal identification on the Internet.

### **Policy Violations**

Any violation of this policy may result in the loss of access to the Internet/Network by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Freeman Public Schools, including applicable State and Federal laws.

Details and definitions of the full Freeman Public Schools Acceptable Use Policy 6410 can be reviewed at the district office. Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form at either administrative office.



### **Compliance with the Law and Use of Computers / Internet**

Students using the Internet will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Freeman Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be obtained upon request at the district offices.

## **Family Educational Rights & Privacy Act (FERPA) Notice of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Freeman Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Freeman Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Freeman Public Schools to include this type of information from your child's educational records in certain school publications. Examples include:

- 2.A playbill, showing your student's role in a drama production;
- 3.The annual (yearbook)
- 4.Honor roll or other recognition list
- 5.Graduation programs; and
- 6.Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to non-profit outside organizations without a parent's prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent.<sup>1</sup>

If you do not want Freeman Public Schools to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing by the last Friday in August. Freeman Public Schools has designated the following information as directory information:

- Student Name
- Address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Name of Parent/Guardian
- Date of Birth
- Photograph
- Grade Level
- Voice
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Dates of attendance
- Gender

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<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S. C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

### REQUEST TO WAIVE STUDENT FEES

The Public Elementary and Secondary Student Fee Authorization Act of 2002 requires school districts waive any fees that the school district may impose on those students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition program.

I hereby verify that the necessary reports are on file with the office of the superintendent of schools which qualifies \_\_\_\_\_ to receive free or reduced-price  
 (Name of Student)

lunches, as set forth by the United States Department of Agriculture child nutrition program.

Furthermore, I request that fees or costs of material for the items or projects listed below be waived. (Sec. 9)

**NOTE: You do not have to request lunch fees to be reduced or waived. This form is to be completed by only those who already have qualified for free and reduced lunches.**

**Description: (PLEASE SPECIFY WHAT FEES YOU WISH TO HAVE WAIVED)**

Signature of Student

Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

**CONSOLIDATED INFORMATION AGREEMENT  
FREEMAN JR.-SR. HIGH SCHOOL**

**2017-18 School Year**

Student Name: \_\_\_\_\_

Grade \_\_\_\_\_

**PLEASE READ, COMPLETE, AND RETURN THIS FORM TO THE HIGH SCHOOL OFFICE.**

I am including one of the following regarding student fees.

\_\_\_\_\_ \$70 student fee for a 9-12 student

\_\_\_\_\_ \$50 student fee for a 7-8 student

\_\_\_\_\_ Request to waive student fees (only applicable if you have/are applying for Free and/or Reduced meals.)

\_\_\_\_\_ I do understand that should my child deliberately damage their Chromebook, we will be held responsible for the fees needed to fix it.

\_\_\_\_\_ I have read and agree to the responsibilities in the Acceptable Use of Computers and Network Agreement.

\_\_\_\_\_ I would like to have a hard copy of the Freeman Jr.-Sr. High School Student-Parent and Activities Handbook.

\_\_\_\_\_ Our signatures below acknowledge our agreement and responsibility to follow all rules, policies, and procedures set forth.

\_\_\_\_\_ My student will be allowed to take his/her Chromebook home at nights and on weekends.

**OR**

\_\_\_\_\_ My student MAY NOT take his/her Chromebook home at nights and weekends. He/She is to check it in at school at the end of each day.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date