

**ARLINGTON ELEMENTARY**

**STUDENT/GUARDIAN**

**HANDBOOK**

**2022-2023**

***“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”***





# ARLINGTON ELEMENTARY SCHOOL

## PARENT-STUDENT HANDBOOK

### 2022-2023

## TABLE OF CONTENTS

#### Foreword

		Page
Section 1	Intent of Handbook	1
Section 2	Members of the Board of Education	1
Section 3	Administrative Staff	1
Section 4	Teachers, Counselors, and Staff	2
Section 5	Support Staff	2
Section 6	School Calendar	4

#### Article 1 – Philosophy, Goals, Objectives

		Page
Section 1	Mission Statement	5
Section 2	Belief Statement and Goals	5
Section 3	Mutual Respect	6
Section 4	Complaint Procedures	6

#### Article 2 - School Day

		Page
Section 1	Daily Schedule	7
Section 2	Morning/After School Procedures	7
Section 3	Severe Weather and School Cancellations	8
Section 4	Closed Campus	9
Section 5	School Guidelines	9
Section 6	Lunch and Recess	10
Section 7	Bus Procedures	11

#### Article 3 – Use of Building, Grounds and Equipment

		Page
Section 1	Identification Badges	12
Section 2	Smoke-Free Environment	12
Section 3	Care of School Property	12
Section 4	Searches on School Grounds	12
Section 5	Asbestos	12
Section 6	Video Surveillance	13
Section 7	Use of Telephone	13
Section 8	Bicycles	13
Section 9	Student Valuables	13
Section 10	Lost and Found	13

<b>Section 11</b>	<b>Accidents</b>	<b>13</b>
<b>Section 12</b>	<b>Insurance</b>	<b>13</b>
<b>Section 13</b>	<b>Copyright and Fair Use Policy</b>	<b>13</b>
<b>Section 14</b>	<b>Media Center</b>	<b>14</b>
<b>Section 15</b>	<b>Technology</b>	<b>14</b>
<b>Section 16</b>	<b>Internet Safety Policy</b>	<b>14</b>
<b>Section 17</b>	<b>Computer Acceptable Use Program</b>	<b>15</b>

#### **Article 4 – Attendance**

		<b>Page</b>
<b>Section 1</b>	<b>Attendance Policy</b>	<b>19</b>
<b>Section 2</b>	<b>Attendance and Absences</b>	<b>19</b>
<b>Section 3</b>	<b>Tardiness</b>	<b>21</b>
<b>Section 4</b>	<b>Attendance is Required to Participate in Activities</b>	<b>21</b>
<b>Section 5</b>	<b>Make-Up Work</b>	<b>21</b>
<b>Section 6</b>	<b>Recognition of Attendance</b>	<b>21</b>

#### **Article 5 – Academics**

		<b>Page</b>
<b>Section 1</b>	<b>Grading System</b>	<b>22</b>
<b>Section 2</b>	<b>Report Cards and Progress Reports</b>	<b>22</b>
<b>Section 3</b>	<b>Promotion, Retention</b>	<b>22</b>
<b>Section 4</b>	<b>Interim Reports</b>	<b>22</b>
<b>Section 5</b>	<b>Parent-Teacher Conferences</b>	<b>23</b>
<b>Section 6</b>	<b>Nebraska State Assessment (NeSA) Requirements</b>	<b>23</b>
<b>Section 7</b>	<b>Student Records</b>	<b>23</b>
<b>Section 8</b>	<b>Homework</b>	<b>23</b>
<b>Section 9</b>	<b>Curriculum Field Trips</b>	<b>24</b>
<b>Section 10</b>	<b>Non Curriculum Related Field Trips/Celebrations</b>	<b>24</b>

#### **Article 6 - Support Services**

		<b>Page</b>
<b>Section 1</b>	<b>Special Education Identification and Placement Procedures</b>	<b>25</b>
<b>Section 2</b>	<b>Special Services Programs</b>	<b>27</b>
<b>Section 3</b>	<b>Guidance Services</b>	<b>28</b>
<b>Section 4</b>	<b>Health Services</b>	<b>28</b>
<b>Section 5</b>	<b>Parent Web Access</b>	<b>30</b>

#### **Article 7 - Drugs, Alcohol and Tobacco**

		<b>Page</b>
<b>Section 1</b>	<b>Drug-Free Schools</b>	<b>31</b>

#### **Article 8 - Student Rights, Conduct, Rules and Regulations**

		<b>Page</b>
<b>Section 1</b>	<b>Core Beliefs for Student Discipline</b>	<b>34</b>
<b>Section 2</b>	<b>Student Conduct and Discipline Policies</b>	<b>34</b>
<b>Section 3</b>	<b>General Standards of Behavior</b>	<b>39</b>
<b>Section 4</b>	<b>Reporting Student Law Violations</b>	<b>46</b>
<b>Section 5</b>	<b>Due Process Procedures</b>	<b>46</b>

## Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

		Page
Section 1	Extra-Curricular Programs	50
Section 2	Activity Philosophy	50
Section 3	Activity Code of Conduct	51
Section 4	Team Selection and Playing Time	55
Section 5	Student Fees Policy	55

## Article 10 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	60
Section 2	Designation of Coordinator(s)	60
Section 3	Anti-discrimination & Harassment Policy	60
Section 4	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	61
Section 5	Notification of Rights Under FERPA	62
Section 6	Notice Concerning Disclosure of Student Recruiting Information	63
Section 7	Notice Concerning Staff Qualifications	63
Section 8	Student Privacy Protection Policy	63
Section 9	Parental Involvement Policies	65
Section 10	Transportation Notification	68
Section 11	Homeless Students Policy	68
Section 12	Multicultural Policy	71
Section 13	Breakfast and Lunch Programs	71

## Forms and Appendices

		Page
Section 1	Handbook and Activity Release Form	73
Appendix A	Pet Release Form	74



## FORWARD

### Section 1 INTENT OF HANDBOOK

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Arlington Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians 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.*

### Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Matt O’Daniel, President	<a href="mailto:matt.odaniel@apseagles.org">matt.odaniel@apseagles.org</a>
Chase Kratochvil Vice President	<a href="mailto:chase.kratochvi@apseagles.org">chase.kratochvi@apseagles.org</a>
Bruce Scheer	<a href="mailto:bruce.scheer@apseagles.org">bruce.scheer@apseagles.org</a>
Shanon Willmott	<a href="mailto:lshannon.willmott@apseagles.org">lshannon.willmott@apseagles.org</a>
Janet Warner	<a href="mailto:janet.warner@apseagles.org">janet.warner@apseagles.org</a>
Jason Arp	<a href="mailto:jason.arp@apseagles.org">jason.arp@apseagles.org</a>

### Section 3 ADMINISTRATIVE STAFF

Name	Position
Dr. Dawn Lewis	Superintendent
Jacqueline Morgan	Elementary Principal
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director

**Section 4 TEACHERS, COUNCELORS, AND STAFF**

Position	Name	Voicemail Extension
Preschool	Gail Barth	173
Kindergarten	Deb Walling	169
	Chelsea Kwapnioski	155
	Tamara Loberg	149
Grade One	Chaleigh Mattson	163
	Melissa Moran	110
	Anna Hornung	150
Grade Two	Marcia Kaup	152
	Morgan Mruz	151
	Nichole Fairhead	111
Grade Three	Kylie Winslager	154
	Alex Gill	153
Grade Four	Sandy Sanders	176
	Lisa Stork	178
	Katee Prenzlów	112
Grade Five	Carla Kaup	144
	Claire Smith	145
	Landon Walkenhorst	139
		177
Grade Six	Colter Mattson	143
	Erin Reed	147
Curriculum/Technology	Tashia Wolf	132
Vocal Music	Barina Buresh-Crosland	161
	Gabrielle Morin	181
Instrumental Music	Allison Mastny	135
Physical Education	Jake Eckhardt	162
Guidance	Elizabeth Fedde	171
Reading Interventionist	Leslie Gubbels	142
Math Interventionist	Amanda Dennis	156
Special Education	Sarah Detjens	140
	Connor Eurek	140
	Heather Mueller	146
	Jaime Smith	134
	Sarah Sharp	108
Speech	Deb Washburn	172
School Psychologist	Kristin Stanislav	180
Director of Special Services	Connor Eurek	140
Title I	Jennifer Christensen	164
Media Specialist	Kristy Rollins	148
Art	Erin Schaapveld	125
	Maddie Wakefield	
Technology Coordinator	Dan Larson	180

**Section 5 SUPPORT STAFF**

Position	Name
Superintendent Secretary	Jennifer Arp
Bookkeeper	Jenny Hansen
Administrative Assistant	Cindy Martens



Para-professionals	Jocelyn Gerrish Chris Burns Sebrena Lozo Judi Eckhart Merrit Gilmore Cher Krause Tracie Quinn Amanda Timm Nikki Yager Lori Lang Amanda Villwok Britta Layman Erika Shanahan
Nurse	Shirley Holck
Building and Grounds Supervisor	Lawrence Reed
Maintenance	Rod Parker
Custodians	Silvia Arias Claudia Escamilla Vicki Freeman
Food Service Manager	Julie French
Food Service Assistant Manager	Sandy Johnson
Food Service	Lorena Adams Mary Hunter Mary Linder Karen Toebben



DistrictCalendar.pdf

## **ARTICLE 1 – PHILOSOPHY, GOALS, & OBJECTIVES**

### **Section 1 MISSION STATEMENT**

*The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.*

### **Section 2 BELIEF STATEMENT AND GOALS**

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures is essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

### Key Values of the Arlington Public Schools

1. Our schools belong to our community and exist to provide service to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

### **Section 3        MUTUAL RESPECT**

The Arlington Public Schools 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        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.

#### 1. Complaint procedure:

- Step 1. Establish contact with the student's teacher first. Discuss the matter and search for possible solutions together. The principal may be included in the discussion during this step.
- 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.

#### 2. 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 – SCHOOL DAY

### Section 1 DAILY SCHEDULE

#### Regular School Day

7:40-8:05 am	Breakfast
8:05 am	Students permitted in the building
8:15 am	School day begins
10:58 am	K-4 Lunch followed by recess (times staggered)
12:25 pm	5-6 Lunch followed by recess

Students are not to be in the building before 7:40am unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:15.

#### Friday Schedule

Due to teacher collaboration time school will start at 8:40 am on Friday mornings for the duration of the school year. In the event of finals or early outs, the TCT schedule may be adjusted.

### Section 2 MORNING/AFTER SCHOOL PROCEDURES

Following school procedures will ensure that each student and family begins their day in a safe and positive way.

#### Drop Off Procedures

Parents should enter the Elementary Parking lot from either Bell Street or 11<sup>th</sup> Street. Please pull up along the curb in a single file line (no double parking) to drop off students. When leaving, please be extremely cautious and courteous of other vehicles exiting the parking lot. Students cannot be dropped off on Bell Street.

#### Pickup Procedures

Because of traffic congestion during pickup times, we are asking that parents do not enter the parking lot off of Bell Street. The process should begin on the corner of Dodge and 11<sup>th</sup> Streets moving north toward the elementary parking lot. No double parking will be allowed. **All students must be picked up in the elementary parking lot.** Students will not be allowed to load vehicles on 11<sup>th</sup> Street, Bell Street, or in the high school parking lot.

#### Visitor Parking Spaces

There are three visitor parking spaces on the east side of the handicap zones. These parking spots are not to be used for long term parking or for picking up students when school is dismissed. If parents are attending a field trip please refrain from using these spots.

#### Breakfast

Breakfast is served from 7:40-8:05 a.m. in the cafeteria. Students should exit the building when done eating and report to designated waiting areas at the entrance of the building. **Students may not go to classroom areas before 8:05 a.m.** Students entering the breakfast room should place backpacks, jackets, and coats along the north end of the gym before getting their breakfast.

#### Entering The Building

Students will be asked to wait in assigned areas outside the entrance when arriving at school in the morning. Adult supervision will begin at 7:50 a.m. **Students should not arrive at school before this time as no supervision is available.** Students will be allowed to enter the building at 8:05 a.m. to report to their classrooms. Students are not allowed in the building and classrooms prior to this time as teachers are preparing for the day. During inclement weather the supervising adult will move students into the Elementary Gym.

#### Dismissal

Students who walk or ride will be dismissed at 3:20 p.m. on a normal school day and at 1:20 p.m. on early dismissal days. These students are to exit the classroom area and the building to avoid congestion and management problems on school

property. Students should not wait outside classrooms for siblings or friends. If students are waiting for a sibling or friend they need to wait in a designated area, approved by the office. Students, who are not bus riders and need to ride the bus on occasion, please see Appendix C – Boarding and Leaving the Bus.

Students who ride the bus will be dismissed at 3:30 p.m. on a normal school day and at 1:30 p.m. on early dismissal days. These students should immediately report to the bus loop to load busses.

#### Playground

School personnel are not available to supervise the playground before or after school. Due to risk of injury, no students are allowed on the playground from 6:00 a.m. to 8:05 a.m. or 3:20 to 4:00 p.m. on school days.

### **Section 3 SEVERE WEATHER AND SCHOOL CANCELLATIONS**

#### School Closing Information

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. The information is broadcast regularly by radio on KFAB and KHUB. Parents will also receive a phone message from Eagle Alert indicating a late start or school closing.

#### Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. 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). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

#### 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 **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. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

#### 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.** Tornado safety procedures are practiced regularly by students and staff members. 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

Arlington Public Schools 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.

#### Severe Weather

Five short rings on the bells and/or an intercom announcement will signal a severe weather drill. Students should report to the designated area quickly and quietly. These designated areas are posted near the door of your room. When the severe threat level has decreased, school officials will issue an all clear statement. Upon hearing this, students and staff should report directly to their classrooms.

## **Section 4        CLOSED CAMPUS**

### Closed Campus Policy

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival.** Students must check out through the office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

## **Section 5        SCHOOL GUIDELINES**

### Emergency Contact Information

Please take time to provide the school with the most updated contact information. In the event of an emergency a school representative will contact you via phone. Please also include at least two additional emergency contacts in case a parent/guardian cannot be reached.

### Bicycles, Skateboards, and other Modes of Transportation

Children may ride their bicycles, skateboards, and any other form of transportation to and from school. While on school grounds they must dismount their bicycle and walk along side of it or carry it. Students must walk their bicycles along designated sidewalk areas and should never enter into vehicle drop off/pick up routes. Bicycle racks are located by the Elementary entrance. It is not permissible to bring any transportation items inside the school. These items must be either stored or chained to the bike rack or left at home.

### Food and Drink

Drinks and snacks will not be allowed in classrooms, computer labs, etc., with the exception of water. Students with medical conditions that require food may be exempt from this rule, however, prearrangements must be made with the school prior to having food and drink in the classrooms.

### Birthdays/Celebrations

A child may treat their homeroom classmates on their birthday with a simple treat. Please check with your child's teacher to ensure any dietary restrictions that may exist (i.e. food allergies, medical restrictions, etc.). Invitations to birthday parties should be kept outside of school. All food brought into the school for birthdays/celebrations must be store bought, unopened, and include an ingredient label on the package. However, some course curriculums may include projects that involve Student or Parent prepared foods made at home. In order to ensure student health and safety, please consult school administration for approval. All foods will be consumed in a food approved area of the campus.

### Fire Drills

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms.

### Field Trips

Parents are encouraged to accompany their students on field trips. Listed below are guidelines to follow if you choose to attend a field trip and assist with supervision of children.

- You will be required to ride the bus to and from the event
- Sit with students to help supervise
- Younger siblings are prohibited from attending field trips
- Pay your own way in

If you choose not to supervise but want to go on the field trip to be with your child please abide by the following guidelines.

Please Note: Capacity limits at the field trip location may prohibit the attendance of non-supervising adults.

- You will be required to drive yourself
- The school busses will not be able to wait
- Your child has to stay with their assigned group at the event
- You can take your child after the event, as long as you have visited with your child's teacher and signed them out

**No parent will be allowed to take another child with them after an event without the written consent from the other child's parent. Phone call authorization will not be accepted under any circumstances.**

### Visiting During School Hours

Visits to school provide parents with first-hand knowledge of the school program and demonstrates to a child that his/her parents are truly interested in what he/she is doing while at school. Arlington Elementary encourages its families to visit

during the school day. If you are planning a visit please abide by the following guidelines to ensure limited disruption to the learning environment.

- Please call your child's teacher a *minimum* of one day in advance to schedule a classroom visit. If the teacher is unaware of the visit, the visitor may be asked to come back at a later time that is pre-arranged with the teacher.
- Children who do not attend and/or are too young to attend Arlington Elementary are not permitted into classrooms during regular hours of instruction
- A visit should last approximately thirty minutes in one instructional area.
- Please avoid visiting during the first few days (two weeks for Kindergarten) of school.
- If visiting for lunch, please wait for the student(s) in the lunch room or office, not by their classroom, as this may be disruptive to the learning environment.

All visitors MUST sign in at the office and be acknowledged by office staff as to where they are going to be visiting.

Please note that students who attend other school districts may **not** attend Arlington Elementary when he or she is on vacation or visiting in town. We do not have the authority to assume responsibility for them.

#### Personal Items Brought From Home

The school is not responsible for any broken, stolen or damaged items which are brought from home.

Children may bring small items such as gifts or special possessions to show and share with their teachers and classmates if directed by the instructor. Such items are to remain in the child's homeroom area during the day.

Please refer to Article 8, Section 3 – General Standards of Behavior for information on the use of Electronic Devices on school property.

#### Pets

Any student who wishes to bring a pet to school for any reason needs to fill out the Pet Request Form found in Appendix A. Please have this form turned in to the office 1 week prior to the date of the visit.

### **Section 6 LUNCH AND RECESS**

Students enter the lunchroom with their teacher at approximately:

Kdg	10:55 a.m.
1st	11:00 a.m.
2nd	11:05 a.m.
3rd	11:10 a.m.
4th	11:15 a.m.
5 <sup>th</sup> /6 <sup>th</sup>	12:25 p.m.

For more information about the Federal Lunch program please refer to Article 10, Section 13 of this handbook.

#### Recess

All students are expected to have recess 3-5 times a week. A minimum of fifteen minutes per day is designated per grade level for recess activities. During inclement weather, students will have recess indoors.

#### Playground supervisor's responsibilities as found in the Arlington Elementary School Faculty Handbook -

1. Prevent fighting or injuries from happening; circulate in your area and stop behavior which may lead to fighting or an injury.
2. Encourage children to share equipment and to play together. Try to encourage all children to take part in some activity.
3. Listen to concerns and try to resolve disputes among children.
4. Watch all children; don't become directly involved with any child or group. All children need to be supervised.
5. Don't get together with other supervisors and visit.
6. If a child becomes injured, bring the child to the nurse's office.

#### Weather

It is a priority to go outside for recess every day at school. Students need to be dressed appropriately for the weather that day. Adults will make reasonable decisions in regards to outdoor or indoor recess due to inclement weather. If the temperature outside is below 10 degrees, with wind chill, students will have recess inside. During winter months when



snow is covering the ground, students must wear hats, gloves, boots, and snow pants to play directly in the snow. Students without the required apparel will not be allowed to play in the snow.

#### Recess Items From Home

Students should not bring toys, video games, balls, etc. to use at recess. This can lead to stolen or lost items as well as disagreements during recess time. Adequate recess equipment will be provided for each grade. The school is not responsible for stolen or damaged goods brought from home.

### **Section 7            BUS PROCEDURES**

#### Bus Conduct Code

The transporting of students to school and home each day safely is our paramount concern. A successful school bus operation requires the combined efforts of the administration, bus drivers, students, and parents. We have identified bus conduct expectations, which will help bring about the safe transportation of bus riding students.

- Be Respectful
  - Use Quiet Voices
  - Stay Seated
  - Eating and drinking is at the discretion of the bus driver.
  - Silence when crossing railroad tracks
1. Boarding and Leaving the Bus
    - a. Cross the road at least twelve feet in front of the bus, but only after checking to be sure no traffic is approaching and /or receiving a signal from the driver.
    - b. Help look after the safety and comfort of small children.
    - c. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance.
    - d. For students who are not regular bus riders, the school must receive a phone call or a written note from the parent before their child will be permitted to ride the bus.
    - e. When possible, the bus will pick up students at regular stops. If, due to weather or road conditions, the bus is unable to reach the stop of a resident, it will stop for, pick up, and deliver at the closest, most convenient, and safest spot as determined by the driver.
    - f. While waiting for the bus, students must conduct themselves in an orderly manner, forming a line off the traveled portion of the road.
  2. Procedures for Disciplinary Actions
    - a. The bus is an extension of the classroom with similar rules of behavior. If students choose not to follow the rules, appropriate discipline will be administered.
    - b. It is important to note that the driver's goal is to change the behavior of a student violating bus rules using the least restrictive means possible. However, the driver may at any time refer a student to the building principal for disciplinary action. Disciplinary action may include suspension or expulsion of a student's riding privilege. These disciplinary actions are reserved for extreme or repeated infractions. In the case of suspension or exclusion of the student from riding privileges, the parents will be responsible to provide transportation for the term of the disciplinary action.
    - c. In all cases, suspension or expulsion will be an administrative decision by the building principal.

If your child rides the bus, it is important to remember that this is an extension of the classroom and the driver will treat his/her behavior as teachers do. The building principals will be contacted for incidents which require more severe discipline.

Parents of students who are suspended long term (6 or more days) or excluded for the semester may request, in writing to the superintendent, that a hearing be held with the administration.

## **ARTICLE 3 - USE OF BUILDING, GROUNDS AND EQUIPMENT**

### **SECTION 1 IDENTIFICATION BADGES**

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Office personnel must provide authorization to area being visited.

### **Section 2 SMOKE-FREE ENVIRONMENT**

Arlington Public Schools declares all of our school's buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free and tobacco-free and abide by our District's policy.

### **Section 3 CARE OF SCHOOL PROPERTY**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

### **Section 4 SEARCHES ON SCHOOL GROUNDS**

Student cubbies, 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, because school property is subject to search at any time by school officials. Searches of cubbies, desks, computers and other such property may be conducted at 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 possible.  
Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Section 5 ASBESTOS**

All asbestos in the Arlington Public Schools building is either non-friable or has been encapsulated. We will continue to budget for testing and proper treatment of asbestos containing materials, including removal if necessary. If you have any questions, please contact the Arlington Public Schools' superintendent.

## **Section 6 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 may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 7 USE OF TELEPHONE**

Students normally should have no need to use the school phone on a daily basis. It is each student's responsibility to come to school each day with all items that they need to participate in classes. Messages will be relayed to students as the need arises. In emergency situations, students should visit with their teacher to seek permission to make a call. The office phone is not to be used for non-emergency personal matters (i.e. asking if a friend can come over).

## **Section 8 BICYCLES**

Bicycles must be parked in the racks provided at the elementary building. 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 9 STUDENT VALUABLES**

Arlington Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

## **Section 10 LOST AND FOUND**

Students who find lost articles are asked to take them to the Lost and Found, located in the elementary gym, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items will be donated to charitable organizations at the end of every quarter.

## **Section 11 ACCIDENTS**

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

## **Section 12 INSURANCE**

The district encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Section 13 COPYRIGHT AND FAIR USE POLICY**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also 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 that 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, and

- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 14 MEDIA CENTER**

The Media Center is open from 7:50 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Books are checked out for one week. Lost books will be assessed at the replacement cost of the material and are non-negotiable. Students must have passes to enter or leave the media center.

## **Section 15 TECHNOLOGY**

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes. Multiple copies of material should be done at provided copy machines at student expense. Students will be charged for printed material (\$.10/page) that does not meet these specifications.

### **Electronic devices:**

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.

#### **b. Definitions.**

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

#### **c. Possession and Use of Electronic Devices.**

- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or

pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device

(iv) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(v) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device

(3) Penalties for Prohibited Use of Electronic Devices: Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices.

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

## **Section 16 INTERNET SAFETY POLICY**

It is the policy of Arlington Public Schools to comply Legislative bill LB 512, the Education Omnibus bill. LB 512 included the Nebraska Student Online Personal Protection Act ("SOPPA"). The SOPPA imposes requirements to maintain the online privacy of students. Just as Policy 6800 confirms the District's intent to comply with other privacy laws, Policy 6800 now references the SOPPA.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

1. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
2. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
3. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
4. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

## **Section 17 COMPUTER ACCEPTABLE USE POLICY**

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

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

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

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

The following are unacceptable uses of the technology resources:

  - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
  - b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

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

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

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

  - c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
  - d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
    1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    5. Users shall not copy, change, or transfer any software without permission from the network administrators.
    6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    7. Users shall not engage in any form of vandalism of the technology resources.
    8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
  - e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
    1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
    2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
  6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254

Children’s Online Privacy Protection Act, 15 USC § 6501

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption

April 9, 2012



Arlington Public Schools  
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

In order to make sure that all members of Arlington Public School community understand and agree to these rules of conduct, Arlington Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

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

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

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

## ARTICLE 4 – ATTENDANCE

### Section 1 ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

#### Attendance Procedures

School is a full-time job; therefore students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be a goal of every student.

Cooperation between the school officials and parents is critical in ensuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. *State law requires that students not miss more than 10 days each semester (20 total days), which we strictly follow.*

#### Reporting of Absences

The school keeps period attendance. Students that arrive at school after 8:15 (8:40 on Fridays) shall be recorded as tardy. An absence for any portion of a period may count as a full period absence. To constitute an excused absence a parent/guardian should call the office at 478-4121 before 9:00 a.m. on the day of the absence. Students are still limited to ten days per semester regardless if they are excused or not. Individual students that exceed 10 absences per semester will be required to set up an attendance plan with parents and administration in order to limit further attendance occurrences. If this plan isn't followed, the student will be reported to the Washington County Attorney for excessive absenteeism. Guardians are expected to call each day that the student is absent from school unless other arrangements have been made with the secretary. Failure to follow these guidelines could result in the student being considered unexcused/truant.

**All absences shall count towards the ten-day limit per semester** (except those incurred for school-sponsored activities). It is the responsibility of the guardian and /or student to keep track of their total absences. The school will attempt to provide assistance by sending absentee notices to guardians at certain intervals during the year.

#### Late Arrivals/Early Dismissals

Any time a student arrives late to school, he or she must sign in at the office. If the student is leaving prior to regular dismissal time the parent or guardian must sign them out at the office.

#### School Sponsored Absences

Students who are going to miss class for school-sponsored field trips or activities must contact instructors prior to the activity and follow their directives.

#### Disciplinary Absence

To receive credit for work missed due to a disciplinary suspension, the student is responsible for requesting assignments for make-up work and completing the make-up work on his/her own initiative, and on his/her own time either before or after school, by the due date. The teacher, based on the content being studied and the length of student absence, will determine the date when make-up work is due.

### 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.

It is the student's responsibility to arrange for all make-up work following an excused absence as soon as they return to school. We emphasize this strongly. It is your responsibility to ask for, to do and to hand in on time all make-up work. A teacher does not have to remind you of make-up work. Failing grades will be given on that which is not done or on that which is not handed in on time. After a student has been absent for three days due to illness the office will assist in obtaining assignments. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence must request assignments and make arrangements to complete part or all of the work prior to the absence.

### Excused Absence

Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed. When applicable, documentation pertaining to the absence will be required:

- A. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- B. Illness which causes a student to be absent from school,
- C. Doctor or dental appointment which require student to be absent from school,
- D. Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- E. School sponsored activities which require students to be absent from school,
- F. Family trips in which student accompanies parent(s)/legal guardian(s),
- G. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

### Unexcused Absence

An absence which is not excused will be recorded as unexcused. If a student's absence is unexcused the student will be required to make-up the work. If a student fails to make up the required coursework, he or she may be required to complete the work outside of school hours as determined by school administration.

### Truancy

Truancy is a major violation. A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. 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 double the time missed. Students who leave the school premises without permission during the school day will be considered truant.

First Truancy: The guardian will be notified in writing or by phone and the student will receive disciplinary action including but not limited to detentions, after hour's sessions and additional work assignments depending upon the time missed.

Second Truancy: The student will receive disciplinary action up to and including after hours sessions. Upon the second truancy a conference must be held with the guardian.

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 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause 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 Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy 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.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

### **Section 3           TARDINESS**

Tardiness is a violation of school policy. Parents are asked to ensure their students begin their day on a positive note by being to school on time.

Students will be recorded as tardy after 8:15 a.m. As a student reaches the following number of tardies in a quarter, the following action will be taken:

1-4 tardies – verbal warning to student will be given

5 tardies – a letter will be sent to parents and a parent phone call will be made

8+ tardies – administration will set up a conference with parents and missed time may have to be made up before or after school hour

### **Section 4           ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES**

***Students must attend school for a normal school day prior to participating in or attending an activity.*** This includes all school sponsored activities. School administration retains the right to grant participation should exceptional circumstances occur.

### **Section 5           MAKE-UP WORK**

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed to complete assignments will be determined by mutual agreement between the student and teacher.

### **Section 6           RECOGNITION OF ATTENDANCE**

Students having perfect attendance will be recognized by the principal on a yearly basis. These students will receive a perfect attendance certificate at the end of each year. Perfect attendance is defined as being in school from 8:15a.m. – 3:20 p.m. each day. Any student who misses 5 or less periods for the entire year will be awarded with perfect attendance.

## ARTICLE 5 - ACADEMICS

### Section 1 GRADING SYSTEM

K-2 Grading Scale. K-2 grade teachers are to use the grading scale set forth below:

Beginning – B – Overall student performance reflects unsatisfactory performance on standards/skills and insufficient understanding of content at grade level. A student scoring Beginning level inconsistently utilizes a variety of skills and strategies to comprehend content.

Progressing – P – Overall student performance reflects satisfactory performance on standards/skills and sufficient understanding of content at grade level. A student scoring at the Progressing level generally utilizes a variety of skills and strategies to comprehend content.

Meets Proficiency – M – Overall student performance reflects high academic performance on standards/skills and a thorough understanding of the content at grade level. A student scoring in the Meets Proficiency level thoroughly utilizes a variety of strategies to comprehend content.

3-6 Grading Scale. 3-6 grade teachers are to use only the grading scale set forth below. Any deviation from the approved grade scales must be approved by the building principal.

Percentage	Letter Grade
100-98	A+
97-96	A
95-93	A-
92-91	B+
90-88	B
87-85	B-
84-82	C+
81-79	C
78-76	C-
75-74	D+
73-72	D
71-70	D-
69 & Below	F

### Section 2 REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter. In grades K-2, progress marks are used to designate a student's progress. In grades 3-6, letter grades are used to designate a student's progress. Progress reports are sent home with each student at approximately halfway through each quarter.

### Section 3 PROMOTION, RETENTION

The professional staff at Arlington Public Schools will place students at the grade level 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 when it 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 INTERIM REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report may be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers may arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

## Section 5 PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held twice per year. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## Section 6 NEBRASKA STATE ASSESSMENT REQUIREMENTS

All students in grades 3-6 will be required to take Nebraska state accountability assessments. Students will test from late January to early May. Refer to the chart below for the grade level when each test is given.

<i>Grade</i>	<i>Reading</i>	<i>Math</i>	<i>Science</i>
Grade 3	X	X	
Grade 4	X	X	
Grade 5	X	X	X
Grade 6	X	X	

## Section 7 STUDENT RECORDS

Information, which is pertinent to the development of a meaningful educational program for a child, is maintained in the permanent record. These records are housed in the administrative files of the school. Information in the files is available only to school staff members on a need-to-know basis and a parent or guardian. It will be released to another school only upon written request of an official of the school to which the child has transferred.

## Section 8 HOMEWORK

Homework is an effective tool for promoting learning and fostering retention. Depending on the child's teacher and his or her grade level, your student will have varying degrees of homework. Homework can include, but is not limited to the following tasks.

- Drill and Practice: In its simplest form, homework enables children to practice skills in order to master and retain learning. Drill and practice assignments may be generated by the classroom teacher. Some examples include: math worksheets, flash cards, vocabulary words, and spelling assignments.
- Daily Home Study: The purpose of daily home study is to help students develop consistent study habits and to link parents to the learning environment. The practice of basic skills provides a foundation for more complex tasks. Some examples include: parent/child reading, 15-30 minutes of independent reading, math facts, and writing (diary, letters, journals, etc.).
- Extension: These are usually long range assignments that require students to integrate many skills in the process of completing a final product. Examples include: book reports, research projects, speech preparation, art projects, and author study.

The amount of homework may vary depending upon the student's ability to work efficiently during independent work times. If your child is consistently spending excessive amounts of time completing homework each night, please contact your child's teacher to discuss the situation.

Arlington Elementary believes that teachers, parents, and students all share in the responsibility of homework. Below are descriptions of each stakeholder's responsibilities.

### Teacher Responsibility:

1. Decide what is appropriate and how often.
2. Assign work that meets the individual needs of the student.

### Parent Responsibility:

1. Provide a proper time and environment for study.
2. Be involved and give support and encouragement to your child.
3. Contact teacher or school if you are experiencing homework frustrations.

### Student Responsibility:

1. Take the homework home.
2. Complete the homework.
3. Return it on time.

### Accountability:

The consequences of not completing homework may include staying in at recess or missing a special classroom activity time. The most serious consequence is lost learning.

#### Extended Absences/Vacation Homework Expectations

In order to prepare homework assignments, teachers should be notified ahead of time of upcoming extended absences. Parents should give teachers at least five school days to prepare assignments. Teachers will then prepare assignments accordingly to the amount of time absent.

#### **Section 9 CURRICULUM FIELD TRIPS**

Curriculum related excursions outside the school building are provided to enhance the academic programs of the school. Parents will be given advance notice of these outings, an itinerary of the planned trip, and a permission slip to sign and return to the school. Attendance at these field trips holds the same expectation as attendance at school. Students may not be kept back from curriculum related field trips except for reasons of extreme behavior. Withholding students from a curriculum related field trip must be cleared with teacher, parent, and building principal.

#### **Section 10 NON CURRICULUM RELATED FIELD TRIPS/CELEBRATIONS**

Non-curriculum related excursions from school grounds will be kept to a minimum. On such occasion when an opportunity is presented, students may be withheld due to lack of responsibility in the areas of academics, behavior, etc. The decision to exclude a student from such an activity will be cleared with teacher, parent, and building principal.

## ARTICLE 6 - SUPPORT SERVICES

### Section 1 SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

#### What Does Special Education Mean?

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

#### How are Students with Disabilities Identified?

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

#### Students Who May Benefit

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

#### Independent Evaluation

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

#### Reevaluation

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

#### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

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

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

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students



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

#### Alternative Programs

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

#### Transportation of Students Receiving Special Education

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

#### Access to Student Records

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

#### Nonpublic School Students

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

#### Parental Review of Programs

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

#### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Arlington Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Arlington Public Schools District Offices.

## **Section 2 SPECIAL SERVICE PROGRAMS**

### Title I

Students who have difficulties in this area, according to federal guidelines, are entitled to special help. On a regular basis they meet with a certified teacher who offers assistance in the subject where difficulties occur. Please refer to Article 10, Section 9 for detailed information regarding the Title I Parent Involvement Policy.

### Student Assistance Team

Students who are experiencing difficulties regarding behavior, academics, or social skills can be referred to this team consisting of teachers, parents, the counselor, and the staff member making the referral. The team then develops strategies to help the student be more successful. These strategies include classroom procedures, tutoring, referral to the counselor, or a recommendation for testing by the school psychologist. The team then monitors the student's progress on a regular basis.

### Section 504

This portion of the Rehabilitation Act of 1973 provides an avenue for parents and students to seek assistance for disabilities which do not fall under other categories. The school is responsible for meeting the needs of all students and if a parent feels this is not being done, the parent can ask for a 504 review. The disability may be behavioral, physical, or academic and the problem is handled by staff in the regular educational setting.

### Accommodation Plans

Students who do not meet the qualifications to receive special education services or services under Section 504 may be placed on an Accommodation Plan. This plan is an agreement between parents and school personnel to provide necessary accommodations to regular curriculum to meet the needs of the student.

### High Ability Learners

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet one of the following criteria to be identified as a learner with high ability. Students are identified by the Identification Committee made up of teachers, administrators, and counselors. Students must meet 2 out of the 4 following criteria to be considered as a High Ability Learner.

1. Scores of 179 or higher on the NeSA assessment.
2. Scores in the 93% on the Measure of Academic Progress (MAP) standardized test
3. Scores of 120 or higher on the Cognitive Ability Test
4. Teacher referral

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the district administration shall make available to parents or guardians of identified learners with high ability, information about how their child has been identified.

### Preschool

Arlington Public Schools provides a preschool program for children with verified disabilities that live within the attendance zone of Arlington Public Schools. The class consists of students verified with disabilities as well as students that are selected to serve as peer models. Peer model enrollment is limited based on the number of students verified with disabilities. Families that wish to have their students enrolled as peer models must apply for enrollment into the preschool program. A parent meeting is held two weeks prior to applications being available. A description of the program is given and questions are answered for parents interested in filling out an application. Preschool applications are for families who live in the Arlington Public School district.

Students eligible for Kindergarten according to the Nebraska Law are not eligible to participate in the Preschool Program.

Tuition each year is determined upon the needs of the program. Tuition is due the first of each month, with the exception of the August payment. The August and September payments are both due by September 1<sup>st</sup>. If a family is two or more month's delinquent on their account, your child's preschool opportunities can be revoked. Please note that monthly invoices will not be provided.

The preschool program consists of two sessions (morning and afternoon). Children the age of 4 that wish to serve as peer model will be given preference. Peer models are picked based upon a random drawing in a grouping of 4 year olds first, and 3 year olds, second. If any 3 year olds are in the program for 1 year and parents wish to have them enrolled for the following year, their position is automatically renewed.

### **Section 3 GUIDANCE SERVICES**

The Arlington Public Schools employs guidance counselor(s) for the purpose of implementing and facilitating a comprehensive guidance program as directed by the state of Nebraska which includes; assisting with the district's testing program, scheduling, and student data exploration. Weekly guidance lessons support the socio-emotional needs of the student body. The guidance program also allows for students to discuss problems as well as resolve conflicts. If a child wishes to see a counselor, he or she may stop by the counselor's office and make arrangements for an appointment.

### **Section 4 HEALTH SERVICES**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or 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 include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health 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 health 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. All medications also require a physician's authorization to be given at school. 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.

For additional information regarding medication administration refer to Arlington Public Schools Policy 6910.

#### School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and ninth grade are screened for vision, hearing, dental defects, height and weight. 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.

### Immunizations

Immunizations against the following diseases are required for every child:

- measles
- mumps
- rubella
- Varicella (Chicken Pox)
- poliomyelitis
- diphtheria
- pertussis
- tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more.

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and a DTP or equivalent given on or after the fourth birthday:

- kindergarten or beginning grade
- seventh grade
- all out-of-state transfer students to any grade

Any 2-5 year-olds enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine,
- 3 doses of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
  - \*Hib not required after child reaches 5 yrs of age
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
  - \*Pneumococcal not required after child reaches 5 yrs of age

Students must show proof of immunization upon enrollment in Arlington Public Schools. 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 which is available in school health offices.

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

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

### Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student has been restricted from activities, written notice will be required before they may begin to participate in activities.

### Pregnant and Parenting Students

Arlington Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework on-line, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

## **Section 5 PARENT WEB ACCESS**

Authorized parent(s) and/or guardian(s) have access to various items of their child's school records via the web. Some of the available items are: Attendance records, Discipline/Behavior records, Assignments, Report Card Grades, Student Class Schedule, Student Progress and Transcripts. Each school within a district will have the ability to determine what is displayed for their school, both modules and fields. Only modules available for that school will display.

Users will create an id and password the first time that they go to the website. A single user id may have access to multiple children or a single child. There may be multiple users with access to the same child.

To log in to the Parent Web as an authorized user or to apply for authorization, follow the steps below:

1. Open your browser.
2. At the address line, type [www.apseagles.org](http://www.apseagles.org)
3. Go to the Parents & Students tab.
4. Click on Student Records.

For users that already have a User ID and Password setup with the district, follow the steps below:

1. Enter your **User ID**.
2. Enter your **Password**.
3. Click **Sign In**.

If you **do not** have a User ID and Password, follow the steps below:

Click on the **Sign Up Now!** link to apply as a member, click the link, fill in the application and submit the form. The district will notify you when your application has been processed. Please read the instructions for submitting.

## ARTICLE 7 – DRUGS, ALCOHOL, AND 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 all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

#### Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

#### Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

#### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

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

#### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

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

1. Possession of 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.
5. Distribution of any illicit drug.
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.

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.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

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:

1. 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.
2. 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.
3. 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.

Intervention:

The Arlington Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.



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 Every Student Succeeds 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 CORE BELIEFS FOR STUDENT DISCIPLINE

#### Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the even we operate in ways that appear to be inconsistent with these core beliefs.

#### Core Beliefs of the Arlington Elementary School

The following list of core beliefs outlines for the professional actions and attitudes of all staff members in this school:

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- We believe that it is best if a student does most of the thinking.

### Section 2 STUDENT CONDUCT AND DISCIPLINE POLICIES

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

#### Part I: Forms of School Discipline

#### SANCTIONS

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Arlington Public Schools. Actions taken include, but are not limited to, the following:

- OFFICE DETENTIONS: Detentions must be served on the day that they are given or they may begin on the following day if transportation needs to be arranged (this includes the bus students.) Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by the 3:35 bell and leave the building upon dismissal. Students who have not reported by the bell will not be admitted and treated as if they skipped their detention. **Detentions run from 3:35 - 4:15. Students must bring something to study or to read.** No talking, eating, or sleeping is allowed in detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.
- IN-SCHOOL SUSPENSION: Students so placed are in affect being given another opportunity to succeed in school. They will work on regular school assignments in a designated area from 8:05 a.m. until 3:30 p.m.
- AFTER HOURS SESSION: After Hours Sessions are slots of time outside of the school day (evenings and/or Saturday mornings) assigned to students. The typical After Hour Session will last three hours or more. This is an alternative to in-school suspension and short-term out-of-school suspension. In these sessions students may be required to complete an instructional segment. When this is completed they may work on activities related to academic classes.

If all schoolwork is completed students will be allowed to read “appropriate” books (DEAR books). Magazines will not be allowed unless they are being used to support research for academic projects. Students must come prepared with enough work to fill the assigned time. All of the rules of in-school suspension apply. Students who fail to report on the assigned date and at the assigned time will receive two days out of school suspension.

- ACTIVITY SUSPENSION: A student may be denied participation in or attendance at school sponsored activities for a period of time.
- LOSS OF PRIVILEGES: A student may be denied access to a privilege previously granted them such as computer usage, parking lot usage, pass privileges, lunch room privileges, and others.
- SHORT-TERM SUSPENSION - A suspension for any portion of a school day up to and not exceeding FIVE consecutive school days. Students will have the opportunity to complete work missed while suspended.
- LONG-TERM SUSPENSION - A suspension that exceed five school days but less than twenty school days.
- EXCLUSION - any student may be excluded from school under the following circumstances: if the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community; 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.
- EXPULSION - A denial from attendance in all schools for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
- MANDATORY REASSIGNMENT - The involuntary transfer of a student to another school in connection with any disciplinary action.

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
  - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student 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.
- c. 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.
- d. 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.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
  - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
  - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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.
  - c. 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 in accordance with law.
  - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student

may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

## **Part II: Student Conduct**

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
  1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the

influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes: any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

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

### **Section 3            GENERAL STANDARDS OF BEHAVIOR**

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves.
  - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - g. Clothing or jewelry that is gang related.
  - h. Students must wear shoes.
  - i. Visible body piercing (other than ears), body art, or body alterations that are disruptive to the learning environment or pose a safety risk.

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 more stringent disciplinary actions, up to expulsion. 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 more stringent discipline, up to expulsion.

2. Academic Integrity

- (a) Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- (b) Definitions: The following definitions provide a guide to the standards of academic integrity:

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

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (iv) Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

- (b) Papers (includes papers, essays, lab projects, and other similar academic work):

- (i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (iv) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.



- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
  - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- (c) Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
  - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Harassment and Bullying:

- (a) Policy Statement: It is the policy of Arlington Public Schools that “bullying” type behavior is not to be permitted. **Bullying** will be defined as the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying can take the form of physical, verbal, emotional, sexual, or racial.
- (b) Cyberbullying: **Cyberbullying** is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use instant messages, text messages, e-mail, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.
- (c) Responding to Bullying Behavior: These guidelines are established to respond specifically to bullying 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.).
  - (1) 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.

- (2) 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.
- (3) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (4) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, 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.

(d) Harassment and Bullying Program--Levels:

- (1) Purpose: All students have the right to attend Arlington Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

All forms of bullying will be treated in a way to protect the victim and to provide a safe and secure environment in which to learn. The bullying program has been created to separate bullies from victims. Although the bullying program is set up with this purpose, bullying situations are all unique so variances of this program will match the specific needs of the individual situation.

(a) Level I: The guidelines for a Level I placement are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus. This will allow all other students to leave the school grounds in safety.

(b) Level II: The guidelines for this level are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus.
- The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

(c) Level III: This is a long term assignment. The guidelines are listed below.

- All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

4. Electronic Devices

- a. Philosophy and Purpose. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
  - (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
  - (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the

school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

- 5. Assault and Fighting: A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption to the educational process. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting and may be expelled for assault (except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense).
- 6. Trespassing: Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

7. Tobacco: Possession or use of tobacco, tobacco products, **E-cigarettes**, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities. (for more details, see article 7)
    - 1<sup>st</sup> offense- 2 day in school suspension
    - 2<sup>nd</sup> offense-2 day out of school suspension
    - 3<sup>rd</sup> offense-5 day out of school suspension with possible recommendation for expulsion
  8. Alcohol/Drugs: Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting, substances and/or drug paraphernalia
    - 1<sup>st</sup> offense-5-10 day out of school suspension
    - 2<sup>nd</sup> offense and additional offenses-10 day out of school suspension to expulsion
    - Type of drug, intention to distribute, and other factors will determine severity of disciplinary action. Any drug offense could result in expulsion. (for more details, see Article 7)
  9. Theft: The school does not take responsibility for items stolen or lost at school. Do not bring valuables to school. Theft of school property or another student's property will result in suspension.
  10. Bus/Van Transportation: Riding school transportation, including bus, van, or automobile will be considered an extension of the school day; therefore, all rules governing student conduct will apply to students riding school transportation. The driver is a school official and has the authority to control students. Students are expected to be respectful of the rules that are established by the drivers and to be courteous and cooperative passengers. Violation of transportation rules result in loss of the riding privileges and/or school consequences. Absolutely no eating or drinking on the bus unless previously approved by the driver. Repeated violation of school bus/van rules will lead to loss of bus privileges.
  11. Substitute Teacher: Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may **double** consequences when negative behavior occurs with a substitute teacher.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified, and detentions or further action may be taken.
  3. 3rd Offense: Student will be considered to be insubordinate for failure to follow administrative directive. Actions may include detentions and/or suspensions.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. 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.
  8. Students are to be in their seats and ready for class on the tardy bell.
  9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. 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.
12. Snow handling is prohibited.

#### **STUDENT CONDUCT RULES ON SCHOOL BUS:**

Students are expected to discipline themselves and comply with the instructions of the bus operator. The bus driver will be in full charge of the bus and the passengers. Disturbances that might distract the driver can endanger the safety of the passengers; therefore, misconduct on buses will not be tolerated and can result in loss of riding privileges. Please call school office with questions or concerns:

Elementary: (402) 478-4121    MS/HS: (402) 478-4171    District: (402) 478-4173

#### **RULES OF CONDUCT**

Riding the bus/van is a privilege not a right. The following are standard district-wide regulations to be enforced on all vehicles.

1. Students should always be at the bus stop at least 5 minutes before the bus is scheduled to be there. Students should remain well back from the roadway (or pick-up point) while awaiting the arrival of the bus and not move to board the bus until it is stopped and the door opens.
2. Students will be picked up or dropped off at designated stops unless prior arrangements have been made with parents/guardians.
3. No extra rider without authorization or prior approval.
4. Student will enter and exit the bus in an orderly fashion and go directly to a seat.
5. Students should remain seated, not standing or leaning over the seat in front of or behind them.
6. Students will keep their hands, arms and heads inside of the bus. Bus driver approval is required for operation of windows. In addition, legs and arms should be kept within the seating area – not in the aisle.
7. Students should assist in keeping the bus clean and sanitary on the inside. Use trash cans in the front and back of the buses for trash.
8. Bus riders are expected to be courteous and obedient toward the bus driver and other school employees.
9. Throwing any object while on the vehicle is prohibited.
10. Smoking and/or the use of any tobacco product and possession of alcoholic beverages or drugs in a student transportation vehicle is prohibited at all times.
11. Students must be respectful of bus property and the property of other passengers.
12. Hitting, shoving, fighting, etc. are prohibited.
13. Students should not eat or drink on the bus/van. Individual drivers may waive this regulation for particular situations.
14. Students should adhere to the seating chart given them by the driver.

#### **Section 4      REPORTING STUDENT LAW VIOLATIONS**

##### **G. Law Violations**

1. 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.
2. 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.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy 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) Aggravated or felonious 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 or other persons, and such other offenses which are required to be reported by law.

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

## **Section 5 DUE PROCESS PROCEDURES**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - b. The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - c. A statement explaining the student's right to a hearing upon request on the specified charges.
  - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - f. A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

## Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arlington Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.



9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

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

### **Section 1        EXTRA-CURRICULAR PROGRAMS**

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

### **Section 2        ACTIVITY PHILOSOPHY**

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

#### Safety

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

#### Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play.

#### Warning for Participants and Parents

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

### **Section 3        ACTIVITY CODE OF CONDUCT**

This activity code of conduct is supplemental to the Arlington Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

#### Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities

judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Arlington Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. 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.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, E-Cigs, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (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. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. 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.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the Arlington Public Schools' buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.

19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

#### Drug and Alcohol Violations:

##### A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

##### B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products, **E – Cigarettes**, or look-alike tobacco products.

- First offense: Two-week suspension from participating in all co-curricular activities, events, and/or contests. This can be reduced to a one-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Second offense: Five-week suspension from participation in all co-curricular activities, events, and/or contests. This can be reduced to a three-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Third offense: Suspension from participating in all co-curricular activities, events, and/or contests for the remainder of the school year.

##### C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

- First Offense:
  - Section 1.* Five-week suspension from participating in all co-curricular activities, events, and/or contests.
  - Section 2.* Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.
- ***Self-Report (1<sup>st</sup> Offense Only)***: Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

- **Second Offense:** A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

#### POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension, which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days.

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

#### Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Arlington Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to 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 school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of

documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

#### Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the entire day, is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Attendance, for the three periods prior to practice time, is required to be eligible to practice that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance. Sleeping in will not be considered an extenuating circumstance, nor will going home ill and then returning for practice that day.
5. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

#### Equipment:

Each participant at Arlington Junior/Senior High School is responsible for all equipment issued to him/her. He/she is to make sure all equipment is secured at school or at home. The participant will pay either replacement cost or a cost determined by the coach and/or sponsor and the activities director if he/she should lose or damage school equipment.

#### Activity Absences:

Any time a participant will miss part or all of his/her classes due to an "activity absence" they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

#### Scholar Athlete Awards:

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester, in which their sport is in season, will be honored as a scholar athlete.

#### School Dances:

Our dances are sponsored for the benefit of Arlington students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Prom is only for juniors and seniors unless they invite a freshman or sophomore as their date. Out-of-school dates MUST be accompanied by an Arlington student and must be at least a ninth grader. All out-of-school dates must be signed up in the office on the last school day before the dance and must be approved by the administration. **No guests over the age of 20 will be admitted.** Any student leaving the dance for any reason before the dance is over will not be readmitted. No student will be allowed to enter the dance after ½ hour after dance start time without prior approval.

#### Prohibited Substances:

Alcoholic beverages, illegal drugs, E- Cigs and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

#### **Section 4 "TEAM SELECTION" AND "PLAYING TIME"**

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

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

#### **Section 5 STUDENT FEES POLICY**

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

##### **1. Guidelines for clothing required for specified courses and activities**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed

to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

3. Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student.

4. Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

5. Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grade, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

6. Extracurricular Activities-Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

7. Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, 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 post-secondary educational institution.



8. Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

9. Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who request copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

10. Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

11. Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

12. Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

13. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

14. Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook.) The Student Handbook or the equivalent shall be provided to students of the District at no cost.

15. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund, shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**CERTIFICATION**

The Arlington school board holds a yearly public hearing at June meeting of the school board to discuss the proposed student fee policy. Such public hearing followed review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the upcoming school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

**Appendix "1" to 2017-2018 Student Fees Policy of Arlington Public Schools**

**Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.

## ARTICLE 10 - STATE AND FEDERAL PROGRAMS

### Section 1 NOTICE OF NONDISCRIMINATION

In accordance with the Nebraska Equal Opportunity in Education Act, Neb. Rev. Stat. § 79-2,115 to § 79-2,124 Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Arlington Public Schools, and all others who interact with Arlington Public Schools are hereby notified that the Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

### Section 2 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: Arlington Public Schools, 705 N 9th, Arlington, NE 68002, (402) 478-4171.

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 3 ANTI-DISCRIMINATION & HARASSMENT POLICY

#### Elimination of Discrimination

The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students

Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Arlington Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Arlington Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

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

10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

## **Section 5 NOTIFICATION OF RIGHTS UNDER FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, which its annual notification of rights under FERPA.]

## **NOTICE CONCERNING DIRECTORY INFORMATION**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and

height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### **ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

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

#### **Notice Concerning Designation of Law Enforcement Unit:**

The district designates the Washington County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state, or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools

### **Section 6 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

The Every Student Succeeds Act requires Arlington Public Schools 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 Arlington Public Schools 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. Arlington Public Schools will comply with any such request.

### **Section 7 NOTICE CONCERNING STAFF QUALIFICATIONS**

The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Arlington Public Schools 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 other provisional status through which the State qualification or licensing criteria have been waived.
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, [Insert Name of School] will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 8 STUDENT PRIVACY PROTECTION POLICY**

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

#### **Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:**

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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



of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

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

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

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

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

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

Mental Health Assessment or Service: The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

## **Section 9 PARENTAL INVOLVEMENT POLICIES**

### **A. General - Parental/Community Involvement in Schools:**

Arlington Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Arlington Public Schools’ 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.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

**B. Title I Parental Involvement Policy:**

This Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act. Arlington Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Arlington Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of [Insert Name of School] that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities,

such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

**Accessibility:** In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

**Use, Distribution, and Updating of this Policy:** This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

## **Section 10      TRANSPORTATION NOTIFICATION**

Parents or guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in state law 79-611 in situations where the distance from the residence to the schoolhouse exceeds three miles. Please contact the district office for additional information.

## **Section 11      HOMELESS STUDENTS POLICY**

This School District will comply with the federal and state law related to homeless students and in accordance with district policy 5418

A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
  - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
    - i. homeless children are identified by school personnel;
    - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
    - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
    - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
    - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
    - vi. enrollment disputes are mediated in accordance with law; and
    - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

- b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
  - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
  - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
  - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
  - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
  - g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
  - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
  - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
    - i. The placement shall be at either:
      - 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
      - 2. The school of the attendance area in which the child is actually living.
    - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
    - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
    - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
    - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same

free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

4. Transportation: Transportation will be provided to homeless students to the extent required by law.
  - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
  - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
  - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
  - a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
    - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
    - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
    - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
    - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
    - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
  - b. . In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
  - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
  - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.
6. Right to Appeal.
  - a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
  - b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

## **Section 12            MULTICULTURAL POLICY**

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Asian Americans, Hispanic Americans, European Americans, and Native Americans with special emphasis on human relations and sensitivity toward all races.

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

- an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races;
- the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to be implemented as follows:

- Multicultural education shall be included in goals established for educational programs;
- Multicultural education shall be included in the district curriculum guides, frameworks, or standards;
- The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races;
- Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals;
- Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: 1) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

## **Section 13            BREAKFAST AND LUNCH PROGRAMS**

### **SCHOOL LUNCH**

The Arlington Public Schools 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.

A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming year. Families who have schoollunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner.

### **Meal Charge Policy**

The district's policy on charged meals is:

- If a student has no funds available to pay for a meal, the student will be provided and charged for up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.
- Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.
- If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

APS agrees in the operation of child nutrition programs, that in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individuals income is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.

#### Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.



Dear Parents,

Welcome to Arlington Elementary School. The faculty and staff are excited about the opening of the upcoming school year and the opportunities that are available for all students.

This handbook is designed to inform students and parents about the academic program, activities and student services available at this school. It also includes information about the building procedures and student conduct rules that are important in contributing to a positive building climate.

Please review this handbook with your son or daughter. We advise that you review the material presented in this handbook to familiarize yourself with the operation of the school. At the bottom of this page, you will find a release form. It is requested that the following form be jointly signed (by each Arlington Elementary attending student and parent/guardian) and returned to the Elementary Office by Friday, September 1, 2017. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

I am looking forward to a productive school year; please don't hesitate to call me at the elementary office (478-4121) with any comments or concerns.

Sincerely,  
Jacqueline Morgan  
Elementary Principal

#### HANDBOOK RECEIPT

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: "Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

I have read a copy of the Arlington Elementary School Student/Guardian Handbook as provided in this handout or via the school website.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Grade

#### ACTIVITY/DISPLAY RELEASE

It is requested that the following form be signed by a parent/guardian and returned by the student to the elementary office as soon as possible. This form provides the following releases: 1) The student to attend and be transported to any school sponsored activity and/or event for which they are participating. Examples may include but are not limited to field trips, performances, competitions, or sporting events. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.

2) The student(s) picture to be used in campus and district publications. This includes such things as sports posters, District Report Card, Web page, etc... 3) The students' school work. This includes Art work, classroom work, etc...

I hereby release my son/daughter to attend and be transported to school sponsored activities and/or events, and for their picture/schoolwork to be displayed.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student being released

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student being released

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student being released

\_\_\_\_\_  
Grade

## APPENDIX A

### PET REQUEST FORM FOR SHOW AND TELL ACTIVITIES

#### PARENT/STUDENT INFORMATION

Name of Student: \_\_\_\_\_ Grade \_\_\_\_\_ Class Teacher \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (Zip)

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

#### PET INFORMATION

Type of Pet (Dog, Cat, Bird, etc.) \_\_\_\_\_ Name of Pet \_\_\_\_\_

If the Pet is a Dog, Identify the Breed \_\_\_\_\_

Name of the individual responsible for bringing the pet to school \_\_\_\_\_

#### PARENT CONSENT/LIABILITY

This document must be completed and signed by the parent/guardian of any student 1 week prior to permission being granted to bring a pet to school for show and tell activities. It is the responsibility of the individual signing this form to assure school district officials that the pet identified above has (1) been properly vaccinated as required by law (2) parent/guardian assumes full responsibility for any person or property damage which might result from action taken by the above named pet during its visit to the school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Date/Time approved for Pet's Visit

**If the visit is denied, the parent will be contacted by the Principal by writing or by telephone.**