

Yutan Jr.-Sr. High School

2017-2018

Student & Parent Handbook



SCHOOL RULES



Student & Parent Handbook

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YUTAN JR./SR. HIGH SCHOOL
“Home of the Chieftains”
Student & Parent Handbook 2017-2018

TELEPHONE NUMBERS

Superintendent, Stan Hendricks	402-625-2243 ext 101
Principal, Tim McNamara	402-625-2241 ext 109
Athletic Director, Doug Veik	402-625-2241 ext 151
Counselor, Becky O'Malley	402-625-2243 ext 107
Office Hours: 7:45 am – 4:30 pm	

MISSION STATEMENT OF YUTAN PUBLIC SCHOOLS

Yutan Public Schools, in partnership with the community, will strive to ensure that every student has the opportunity to excel in an environment where both academic and social skills are taught, nurtured, and demonstrated so each student may become a productive member of society.

PHILOSOPHY OF EDUCATION

The philosophy of education for the Yutan Public School is that the future of our community, our state and our country rests on the shoulders of our children and their peers. The school exists to serve the needs, problems and interests of these students and to develop all students so they will become assets to our community and society. It is our belief that each student shall have equal opportunity for learning experiences which have been designed to promote behavior patterns which will permit continuing satisfactory adjustment to life and success in whatever field of endeavor he or she may choose. School District #9 will provide the necessary resources to meet the above stated philosophy.

AIMS OF EDUCATION

The Yutan Public Schools will strive to develop:

- Physical, mental, and emotional health.
- Moral and ethical values.
- An understanding and appreciation of our democracy.
- Good citizenship (rights, freedoms, responsibilities and beliefs).
- An inquiring mind and decision making abilities.
- Communication skills (think, discriminate, listen, and expression, both oral and written).
- Wise use of leisure time.
- Knowledge and understanding of his/her natural surroundings.
- An understanding and concern for others.
- An understanding and working knowledge of economical and vocational skills.
- An appreciation of the fine arts.
- Mastery of basic skills.
- Individuality and self-improvement.
- Knowledge and understanding of new technology.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

1. It is the policy of the Yutan Public Schools not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the Civil Rehabilitation Act of 1973 and the Nebraska Equal Opportunity in Education Act.
2. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any District education program or activity on the basis of sex in violation of the policy may grieve such matters using the adopted grievance procedures of this District. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. If you have a complaint in this regard, please notify the superintendent at (402) 625-2243.
3. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education, Act of Title VI, may be directed to the designated employee or in the case of Title IX and the Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, Ed. 324 East 11th Street, 24th Floor, Kansas City, Missouri, 642104, (816) 374-7264.

All school activities are considered to be an extension of the school day; regardless of the location, so regular school policies reflect student behavior at such activities.

**SCHOOL PERSONNEL
BOARD OF EDUCATION**

Mr. Joe Vandenack
Mr. Andy Frye
Mr. Danny Josoff
Mr. John Limbach
Mrs. Molly Lloyd
Mrs. Jaime Long

ADMINISTRATION	
Hendricks, Mr. Stan	Superintendent
McNamara, Mr. Tim	High School Principal
FACULTY	
Arensberg, Ms. Amy	Computer Technology
Bik, Ms. Kasandra	Math
Clark, Mrs. Bethany	Business
Coleman, Mrs. Shannon	Media Specialist
Davis, Mr. Mike	Special Education
Eikmeier, Mrs. Ginger	English
Feller, Mrs. Chris	Health/PE/Family Consumer Science
Gunter, Mr. Matthew	Vocal Music
Hendricks, Mrs. Julie	English/PE
Henkel, Mr. Rod	Math/Journalism
Krajicek, Mr. Dan	Industrial Arts
Kumm, Ms. Leslie	Science
Lewis, Mrs. Kathy	Special Education
Mead, Mr. Lyle	Social Studies
Weddel, Mr. Chris	Instrumental Music
O'Malley, Mrs. Becky	Counselor
Petersen, Mr. Justin	Special Education
Portis, Mrs. Sarah	Art
Sass, Mr. Brian	Science
Souza, Mrs. Laurie	English
Ruleaux, Mr. Elliot	Social Studies
Tiefel, Mrs. Joy	Spanish
Veik, Mr. Doug	Activities Director/Alternative Ed
Zabrocki, Ms. Natalie	Math
OFFICE PERSONNEL	
Leahy, Mrs. Lisa	Business Manager
Wortman, Mrs. Jan	Administrative Assistant
STAFF	
Barta, Mrs. Trish	Kitchen Staff
Callahan, Mrs. Lori	Kitchen Staff
Dooley, Mrs. Michelle	Paraprofessional
Egr, Mr. Dan	Maintenance
Limbach, Mrs. Jodi	Kitchen Staff
Lorenz, Mr. Charlie	Bus Driver
Lorenz, Mrs. Cindy	Bus Driver
Owens, Mr. Lonnie	Bus Driver
Pascarelli, Mr. Wendall	Bus Driver
Smith-Dalhauser, Mrs. Michelle	Maintenance
Street, Mrs. Linda Lindgren, Ms. Theresa	Bus Driver Bus Driver

CLASS SCHEDULE-3:30 DISMISSAL

PERIOD 1	8:05 - 8:54 am	
PERIOD 2	8:58 - 9:47 am	
PERIOD 3	9:51 - 10:40 am	
PERIOD 4	10:44 - 11:33 am	
LUNCH 1	11:30 - 12:00 am	(Gr. 07, 08, 09)
LUNCH 2	12:21 - 12:51 am	(Gr. 10, 11, 12)
PERIOD 5A	11:37 - 12:25 pm	
PERIOD 5B	12:03 - 12:51 pm	
PERIOD 6	12:55 - 1:44 pm	
PERIOD 7	1:48 - 2:37 pm	
PERIOD 8	2:41 - 3:30 pm	

CLASS SCHEDULE-2:00 DISMISSAL

PERIOD 1	8:05 - 8:42 am	
PERIOD 2	8:46 - 9:23 am	
PERIOD 3	9:27 - 10:04 am	
PERIOD 4	10:08 - 10:45 am	
PERIOD 5	10:49 - 11:26 am	
LUNCH 1	11:29 - 11:59 am	(Gr. 07, 08, 09)
PERIOD 6	11:30 - 12:07 pm	
LUNCH 2	12:10 - 12:40 pm	(Gr. 10, 11, 12)
PERIOD 6	11:56 - 12:33 pm	
PERIOD 7	12:37 - 1:16pm	
PERIOD 8	1:20 - 2:00 pm	

PURPOSE OF THE STUDENT-PARENT HANDBOOK

This handbook is intended to acquaint students and parents with the structure and purpose of the Yutan Jr./Sr. High School, with the intention of allowing students and staff to function with integrity and respect.

ENTRANCE TO YUTAN PUBLIC SCHOOLS

The Board of Education requires that each student submit the following information prior to the initial entrance of a school program:

1. Birth Certificate
2. Written evidence of a health examination and dental examination by a qualified physician and administered within six months prior to entrance. This includes all incoming seventh graders and all students transferring from out of state.
3. A record of immunization as determined by state law and the Nebraska Department of Health regulations.
4. Prior school records and grades, when applicable.
5. A copy of Court Order of Guardianship if child is not with legal parent.

PARENTAL CUSTODY INFORMATION

It is the responsibility of the parent with whom a student resides to keep the principal informed about the custody of the child and about any visitation and school report restrictions of the non-custodial parent.

STUDENT RECORDS ACCESS AND/OR RELEASE

Any student in Yutan Public Schools, his/her parents, guardians, teachers, counselor or school administrators shall have access to the school's files or records maintained concerning their child unless the school has been provided with evidence that there is a legal document forbidding such an investigation. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. School records will be released to a responsible organization upon the written authorization of the parents. If the student is 18 or over, parental authorization is not necessary. All such files or records shall be so maintained as to separate academic and disciplinary matters, and all disciplinary material shall be removed and destroyed upon the student's graduation or after his/her continuous absence from the school for a period of three years. Special education records are destroyed five years after they are no longer needed to provide special services, or after twenty years, whichever is sooner.

DIRECTORY INFORMATION

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

- Programs and brochures for sports and other activities, that list participants and may include grade, height and weight
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs and Music Department productions
- Display of images through the internet and on the school's video boards.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks or provided for the display of images and information on the internet and video screens of the school. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters or an institution of higher education, upon request, with three directory information categories-names, addresses, and telephone listings- unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Yutan Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, of each school year. Yutan Public Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- E-mail
- Electronic image in photographic or video format
- Date and place of birth
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

- Dates of attendance
- Grade level
- Participation in officially recognized activities & sports

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

ARRIVAL AT SCHOOL

Students may enter the building at 7:30 am. If a student arrives before 8:00 am, he/she is encouraged to stay in the commons or cafeteria. **Students are not to be in the classroom areas before 7:50 am or after 3:30 pm unless they are under the direct supervision of a staff member.**

DAILY ANNOUNCEMENTS

Daily announcements are read during the first period in each class. All students are responsible for knowing information in the daily bulletin, by listening or reading posted bulletins.

DRIVING AND PARKING

Students may drive to school and are expected to drive in a careful manner. Students may only park on the asphalt lot. Because of the possibility of vandalism and theft, students are to stay out of the cars until school is dismissed. Students must receive permission to visit their car or leave with their car during the day. Any vehicle with inappropriate sayings, markings, items, etc. is not allowed to park on school grounds. Students will be asked to remove the inappropriate item or move the vehicle off school grounds. Students are expected to adhere to all Nebraska laws in regards to operating a motor vehicle. Seatbelts are required to be worn while on school property and while riding school van transportation. Cell phones are not to be used while driving on school grounds.

STUDENT DRESS CODE

While a more formal dress is important in helping to establish the optimum learning climate, we are also aware of current fashion trends. The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste.

(Board Policy 6260) When, in the opinion of the administration, a student is groomed in such a manner that is inappropriate, the student will be advised of the violation and will be asked to change into acceptable dress clothes, or will be sent home to change. Any manner of dress that distracts from the normal operation of the school day will not be accepted.

While shorts are not encouraged they will be allowed. Parents are encouraged to monitor this and exercise good taste. Shorts of mid-thigh length, at least 3 inches or longer shall be allowed so long as they do not pose a disruption to the environment of the school. Improper dress includes:

1. Any article of clothing that advocates or refers to profane language, drugs, or alcoholic beverages, tobacco, or obscene caricatures or sayings.
2. Bare midriff shirts, fishnet tops, halter tops, tank tops.
3. Clothing associated with groups or gangs that promote violence.
4. No head apparel will be worn during school hours, including hats, hoods, sunglasses, and bandannas.
5. Shorts will not be allowed in those classes where they would present a safety problem, i.e. welding, auto maintenance, woodworking.
6. Clothing items that because of improper size or tears / holes that allow undergarments to be visible or show excessive skin.
7. Clothing items that are excessively unclean, torn, or tattered.

VISITORS

Visitors are always welcome to our school. For the protection of our students, visitors are required to stop at the principal's office before going to individual classrooms. Students are not allowed to have a student visitor follow them through their class schedule without prior permission from the principal. All visitors are required to wear a name tag throughout their visit.

MESSAGES/PHONE CALLS

Messages will be delivered by the office secretary at a time which will not disrupt classroom instruction, except in emergencies. In an emergency, the office phone may be used (Long distant calls will be charged to students). Many students now carry cell phones for safety and to keep in touch with parents and friends. During the school day, the use of cell phones is not needed and thus their use is restricted. Students should keep them secured in their locker or vehicle. If a student needs to use their cell phone during the school day, for any reason, they must receive permission and be supervised by a staff member. **Cell phones used without permission will be dealt with through the discipline process and may be confiscated.**

POSTERS AND SIGNS

All posters and signs that are designated to be posted must have the approval of the principal/supervising teacher before being posted. Non-school entities must have approval from the principal before posting any signs.

COPYING MACHINE-PRINTER

Office copiers and printers are for school use only. Students may use a copier or printer with permission of the teacher and the office. A copier-printer is available in the Media Center for student use.

FUNDRAISING ACTIVITIES

All fund raising activities participated in by students for school purposes shall first have the approval of the administrators and sponsors. As directed by Board Policy, students may not be solicited to contribute to any non-school fund raising campaign and therefore will not be allowed to engage in this during the school day.

BREAKFAST & LUNCH PROGRAM

The cafeteria is operated for the student's convenience. Yutan Public Schools is required to meet state and federal standards for nutrition and cleanliness. All utensils, uneaten food and waste products are to be returned to the appropriate place. Students are required to use acceptable manners or may have cafeteria privileges suspended.

All students are required to eat their noon meal in the cafeteria, whether it is a school lunch or brought from home. Students are not permitted

to leave school property during lunch due to the "closed campus" practice at Yutan High School. Breakfast will be served from 7:30 – 7:50 am. Breakfast and Lunch can be paid to the principal's secretary. Extra charges are made for seconds and miscellaneous items. Students are encouraged to prepay for breakfast and lunches prior to the breakfast or lunch times.

The State Board of Education Competitive Food Policy states that nothing is sold on school premises from one-half hour before to one-half hour after lunch and breakfast. Food delivered from local restaurants or available from vending machines represents a violation of the Competitive Food Policy. Students may not have food or drinks delivered from local restaurants during meal periods and **vending machines will be turned off during periods meal service is available from the school and as required to conform to state and federal regulations.**

Applications for the National School Lunch Program may be downloaded from the school website, or they are available at the principal's office at either the elementary or high school.

Students may use the commons area, the sidewalk in front of the North Doors or the south courtyard for recreation and relaxation during lunch when a supervisor is present. Students may be allowed in the gym during the lunch period. **At no time will students enter the gym, Media Center or hallways without direct supervision;** courteous, considerate behavior is expected, for your safety.

FOOD AND DRINK REGULATIONS

The school is meant to be an academic environment. Therefore, food, candy and drink items purchased from the vending machines or brought in to the school are to be handled responsibly. If classrooms, hallways or lockers become messy from food wrappers, gum wrappers, etc., lockers will be searched and all food thrown away.

USDA NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases 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 individual's 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 bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish)

USDA is an equal opportunity provider and employer.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin; age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include this statement in full, on all program materials used for public information, public education or public distribution.

STUDENT INSURANCE

All students are given the opportunity to enroll in a school-time accident insurance plan. All students participating in athletics are required to have accident insurance. Athletic insurance is available to the participants at an additional cost. Yutan Public School is not liable for injuries to students nor can they pay the medical costs for accidents, which occur while the student is participating in an extra-curricular activity, on school premises, or on the way to and from school.

SCHOOL BUILDINGS AND SCHOOL GROUNDS CARE

Careful attention to the protection of school property is essential; this is your building. Anyone involved in vandalism or damage to school property will be subject to disciplinary action, restitution, and may be reported to law enforcement. All students and staff will be encouraged and expected to help maintain the cleanliness of the school.

GYM & WEIGHT ROOM

Students are not to be in the gym without a sponsor present; this includes before and after school hours. Tennis shoes should be worn for physical education classes, activities, practices, lunch hour, etc. Street shoes, sandals, boots, or any other shoes that may damage the floor are not allowed. Students are only allowed to use the weight room when a supervisor or parent is present.

CARE OF PERSONAL PROPERTY AND SCHOOL PROPERTY

Students are encouraged not to carry large sums of money while attending school or school activities. Valuables should not be left in lockers, locker rooms, or classrooms; they may be left in the principal's office. Do not bring electronics, i-Pads, i-Pods, mp3 players etc. unless they are for a class or activity. The school is not responsible for items taken out of lockers. Locks are provided for security, so please use them. Students are responsible for school property. This property may include books, equipment, lockers, furniture and uniforms. Students are responsible to care for this property and return it in the same condition. Failure to do so will result in disciplinary action, and/or a fine or fee for replacement costs.

STUDENT PLANNERS

The first copy of a student planner is provided for every student. Student planners are for personal student use for: 1) writing down passes from teachers; and 2) organizing assignments for classes. Students are required to have these in their possession when using it for a hall pass. If a student needs a second planner, additional ones are available at the principal's Office for \$6.00. **Pass abuse like loitering in the halls and excessive pass time will result in detentions and pass restriction.**

TEXTBOOKS

All books furnished by the school become the responsibility of the student. Their care and upkeep should be a concern of both the student and

parent. The student shall cover all textbooks. Lost or damaged books shall be charged to the student. Under most circumstances the student to whom the book is assigned is responsible for the condition of that book. **Fines will be assessed when books are not treated properly:**

- lost or damaged book - price of a new or used book (costs range from \$10.00 to \$125.00)
- each mark – \$0.25
- broken or stretched binding - \$10.00
- each torn page - \$1.00

COMPUTERS

Each student will be provided with instruction and resources to use computer technology. Students will be given proper instruction to access the network at the beginning of each school year. Students will identify their own password for security reasons. The computer coordinator or teachers may assign students computers, additional hardware and software as students have an instructional need or demonstrate competence in the operation of the technology. Students may lose their privilege to use the computers if they misuse the computers or network. Students should not:

- Share passwords or assigned software;
- Load their own programs through the disk drive as viruses can be carried from computer to computer;
- Damage, steal, take without permission or vandalize hardware or accessories;
- Use computers without supervision or permission from a faculty member;
- Type or transmit messages using poor language or bullying;
- Explore areas on the Internet that are inappropriate.

Students and parents must sign the **student handbook signature page** before being allowed to use the computer Network; **Internet Safety Policy & Computer Acceptable Use Rules are found on pages 26-28**. Supervision, expectations, and discipline will be consistent with that policy.

FINES FOR LOST OR DAMAGED ITEMS

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

LOCKERS

All students will be assigned a locker. Any change of a locker must be approved by the principal and recorded by the principal's secretary. Lockers are the property of the school District and are made available to students for their convenience. Students are responsible for the content or security of their lockers. The administration has the authority to search student property when there is reason to believe a student has violated a statute, policy or rule or to safeguard and protect the well being of the students in the school. Yutan Public Schools reserves the right to have assistance from law enforcement when searching lockers. The assistance can include local, county, and state police officers and detection dogs. Students should be aware that prosecution is possible. Random locker checks may be held throughout the school year (Board Policy 6860).

ELECTRONIC / PERSONAL ITEMS

The use of iPods, portable music devices, electronic games, cell phones, tablets, e-readers or other similar objects that could disrupt class are not allowed without staff permission. Students are discouraged from bringing these types of belongings to school unless they are being used in the classroom with teacher permission. If these items are needed, the student should leave them with that teacher to be picked up at the end of the day. If they become a problem, they will be confiscated.

Designated cell phone use will be permitted in the building during the following times:

1. Before school until the 8:00 am bell
2. After school at 3:30 pm or 2:00 pm on Fridays
3. During the Student's lunch period.
4. Passing periods.
5. In the office for emergency contact with parents.

Guidelines for using your cell phone:

Cell phones are to be off, silent and out of sight during school, unless permission is given by school personnel prior to use for emergencies only.

Consequences for misuse: (use at wrong time, ringer left on, texting during class, inappropriate texts or messages, etc. – these may result in earning steps on the discipline process as well).

1st offense: Confiscation of phone until the end of the day. (warning by principal)

2nd offense: Confiscation of phone until the end of the day, 60 minute detention.

3rd offense: Confiscation of phone until the end of the day, 2 hour school detention and parent notification and parent phone pick up.

All consequences will be written on a school detention form and turned in to the building principal with the cell phone. Detentions will be accumulated among all teachers by semester.

INTRUDER, TORNADO AND FIRE DRILLS

Fire drills are held ten times per year. Each classroom has an evacuation plan posted in the classroom. Teachers will review these plans with all students. Students and teachers will remain outside and away from the building until an administrator signals them to re-enter. If a tornado warning has been issued, all students will take cover in an interior room. Each classroom has a plan posted and the teacher will review the plan in class. A tornado drill will be held each spring. Intruder drills will be held at the beginning of each semester.

HEALTH

Accident or Illness: Parents are encouraged to keep students who are running a fever at home. Students who become ill or injured during the school day will be sent to the office. If it is deemed necessary to send the child home, the parent or designated person on the Emergency Information Sheet, will be contacted by the school to come and pick up the student. If the school is unable to contact the parent or designated person, the student will be kept at the school in the office until school is dismissed.

In case of an emergency, the procedures designated by the parents on the Emergency Information Sheet will be followed. Unless parents or guardians expressly forbid it, in cases of dire emergency the school will call a physician or the Yutan Rescue Squad for assistance. Please inform the school of any changes in procedure.

Medication: No medicine (including aspirin, Tylenol, etc.) will be purchased, prescribed, or provided in any form to any student. When a student must take medication during the school day or during activities, the parent must complete the Medication Permission Form and have it on file with the office.

Communicable Diseases: For the protection of students and staff, the school should be notified in the event a student contracts a communicable disease. In suspected cases, the administration may act immediately to temporarily exclude students and/or staff for diagnosis and treatment. The person shall be excluded from school until communicability no longer exists or decisions have been made concerning their attendance and participation in school or school sponsored activities. Students shall be excluded from school for the following reasons:

1. Contagious diseases such as chickenpox, measles, mumps, pink eye, MRSA, etc.
2. Skin eruptions or suspicious rashes.
3. Abnormal temperature.
4. Head lice, mites: Students who have been identified as having a case of head lice will be excluded from school until they receive appropriate treatment. They may return to school upon certification of a doctor or school nurse. Periodical re-examination by the school nurse will be required to determine that the infestation is under control.

Health Care Needs: Many of our students have health care needs related to asthma and/or allergies. While those with mild allergies require minimal daily monitoring and intervention, some need more assistance. An awareness of any allergic conditions (latex, peanuts, etc.), should help everyone avoid situations that could be harmful. Yutan Public Schools will promote a safe environment for staff, students and parents that suffer from allergies, including promoting a latex safe environment.

ATTENDANCE

Nebraska law requires that all individuals between the ages of 6 and 18 are to attend school. Children also must attend through the age of 17 unless they have 1) obtained a diploma; 2) completed an alternative education program; or 3) reached the age of 16 and the parents or guardians have signed a waiver form. Good attendance reflects strong character, desire, and health, both physical and mental. If a student is absent for any reason, that student is not being exposed to the ideas generated by discussions between fellow students and/or their teachers as well as the direct lecture material. Consequently, they miss out on an educational experience. Given the fact that these specific learning experiences cannot take place during student absences, **all absences will be counted in the total number the student misses.** Students can lose credit for a class based on their lack of regular attendance. (Board Policy 6310)

Parents must notify the principal's office in writing or through a phone call for each student's absence. All absences must be verified within 48 hours or they will be considered unexcused until notification is made. Excessive absences for medical reasons must have documentation provided from the attending medical personnel. It is the responsibility of the student to pick up and complete all missed assignments.

Parents / Guardians, through verbal or written documentation, are requesting each absence to be excused. It is the responsibility of the principal to oversee all absences and grant approval for absences to be excused.

PARENT NOTIFICATION

The principal's secretary will attempt to verify absences. Parents will be notified by mail periodically if their children are in jeopardy of losing credit or have lost credit.

TRUANCY/UNEXCUSED ABSENCES

A student is truant from school when he/she is absent without an excuse and if a parent/guardian did not request a prearranged absence. Truancy is a violation of school rules. Students will be required to make up the time missed during Saturday School. The length of the Saturday School is determined by the amount of time the student was truant. The student will receive no credit for the assignments missed due to an unexcused absence. Excessive truancy will be reported to the authorities. **Skip Days:** Board Policy 6830, "Skip days will not be allowed by classes or clubs." Students participating in skip days will be counted as truant and subsequently make up the time missed.

An absence is unexcused if:

1. The parent has not called in to verify the absence; the school cannot reach the parent after a reasonable amount of time; or an acceptable note has not been received from the parent, prior to or upon returning from an absence. Oversleeping is not considered an excused absence.
2. A student leaves the building for any reason without checking out in the office. No excuses will be accepted in this situation. Students must sign a "sign-out sheet" posted in the office when they leave or when they are returning to school prior to the end of the normal school day.
3. A student attends a sporting event as a spectator and not a participant. Special consideration will be given for students who have participated during the season and wished to attend a state tournament, with Principal approval.

EXCUSED ABSENCES

Absences due to approved participation in school activities will not count toward the number of absences accrued by the student; however, students will be required to make up their work. **All excused and unexcused absences count toward the total number of absences accrued during a semester.**

Absences verified by parents and approved by the principal are considered excused. Examples of excused absences are: (not all inclusive)

1. Illness, emergency, or death in the family
2. Medical or counseling appointments, court appearances, etc.
3. Planned family trips (arranged in advance)

MAKE UP WORK

Failure to turn in make-up work within the timeline established by the teacher will result in assigned detention and homework make-up time with the teacher. All assignments are to be completed and no zeros allowed in the grade book without all academic interventions being utilized. Board Policy 6330 allows two days to make up the work missed for every day of an excused absence with his/her parent/guardian approval. The Principal must approve planned absences and work should be completed in advance. Students, who miss school because of

school activities, must turn in work prior to the absence or immediately upon return.

LOSS OF CREDIT

Before credit is lost the principal will review the student's accumulated absences. This will involve an in depth look at the student's attendance pattern. Serious illness (long term) must be certified by a physician and the absences will be considered case by case. After the student reaches 8 absences per semester the parents will be notified of possible credit loss. Absences over 8 may result in Saturday School to make up for instructional time lost. Continued absences without Principal approval or acceptable documentation may result in no credit being earned by the student. Parents will be notified of loss of credit and will be allowed to respond in writing. Full credit will only be restored if the student receives a waiver of credit from the principal.

COMPULSORY ATTENDANCE/REMEDIAL SERVICES

1. The school shall render all services in its power to compel any child of school age to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remedy the child's truant behavior. Such services shall include, but need not be limited to:
 - a. One or more meetings between a school attendance officer, school social worker, or other person designated by the school administrators if such school does not have a school social worker, the child's parent or guardian, and the child, if necessary, to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings;
 - b. 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, would help solve the truancy problem;
 - c. 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;
 - d. Investigation of the truancy problem by the school social worker, or if such school does not have a 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 school social worker or other person performing the investigation shall meet with the parent or 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.

Yutan Junior / Senior High School, in cooperation with the Saunders County Attorney's Office, is involved with a Truancy Program to help deal with students who exhibit truant behaviors.

- a. Parents will be notified when their child reaches five (5) absences (total of 40 periods).
- b. The Saunders County Truancy Program Coordinator will be notified of any student who reaches eight (8) absences (total of 56 periods). The student and parents will be notified of the referral and any recommended action to be taken.
- c. A second letter will be sent to the Saunders County Truancy Program Coordinator for notification of any student who reaches ten (10) absences (total of 80 periods). The student and parents will be notified of the second letter/referral and any recommended action to be taken.

Possible actions to be taken include, but are not limited to:

- a. Request for no services needed
 - b. Request for a meeting to discuss voluntary compliance with truancy coordinator and designated school personnel
 - c. File letter of truancy with County Attorney (following 10 absences per semester or 20 per school year)
2. If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating Neb. Rev. Stat. section 79-201 warning him or her to comply with its provisions. If in one week after the time such notice is given such person is still violating the section, then such attendance officer shall file a report with the county attorney of the county in which such person resides. The county attorney may file a complaint against such person before the judge of the county court of the county in which such person resides charging such person with violation of Neb. Rev. Stat. section 79-201. If after such notice has been sent to any person violating such section, such person again violates the same section, no written notice shall be required, but a complaint may be filed at once.

BEING ON TIME / TARDIES

Being in class on time is an important skill for all students to have. Students have a 4-minute passing time and are expected to be in their scheduled classroom before the passing bell rings. If students are not in attendance after **five minutes** of the start of class period, the entire period will be considered an unexcused absence. Any student detained after class must receive a pass from that teacher to be given to the following period teacher excusing the tardy.

Teachers will record all tardies that a student has accumulated **Any student who accumulated more than five tardies in a semester inclusive of all classes will be assigned a consequence**, according to following scale:

6 th Tardy - One Hour School Detention	9 th Tardy - Saturday School
12 th Tardy - Saturday School/Suspension	15 th Tardy - Saturday School/Suspension

Each additional three tardies - Suspension according to Discipline Process. Consequences for tardiness will count a step on each student's discipline process. Incentives and recognition may be offered throughout the school year to reinforce being on time .

GRADUATION REQUIREMENTS

To graduate from Yutan Public Schools, a student must have successfully completed all requirements. If a student fails to complete all of the graduation requirements, he/she will not be allowed to participate in graduation exercises until all requirements have been met. (Board Policy 6450) If required courses are not successfully completed, students will have to retake those courses. Each student must be scheduled into a minimum of seven courses each semester; this requirement may be waived under advisement of the principal and guidance counselor. The following specific requirements must be successfully completed:

<u>Subject Area</u>	<u>Number of Credits</u>
English/Speech	50
Science	30
Math	30
Social Sciences	30

Physical Education/Health	10
Keyboarding/Business Computers	10
Personal Finance	5
Electives	75
Total Credits Required	240

Class Requirements by Grade Level:	<u>Seniors</u>	<u>Juniors</u>
	English American Government Personal Finance	English American History Math Science
	<u>Sophomores</u>	<u>Freshmen</u>
	English 10 World History Biology I Speech I/Writing Math	English 9 Physical Science Math Physical Education/Health Business /Computers

CLASSIFICATION OF STUDENTS

High school students shall be classified as follows:

Freshmen	0 -	59 semester hours
Sophomores	60 -	119 semester hours
Juniors	120 -	179 semester hours
Seniors	180 -	and over semester hours.

JUNIOR HIGH REQUIREMENTS (Board Policy 6430)

The Board of Education acknowledges that the awarding of marks and decisions relative to promotion or retention of students shall be a serious responsibility of teachers and administrators. Parents should be consulted and informed as soon as possible when retention is pending.

All students in seventh and eighth grade must successfully complete each required course. If required courses are not successfully completed, students will have to retake those junior high courses until passed. Students who fail elective courses may be required to retake each course failed. The teacher, guidance counselor, and principal will determine if a student will be required to retake an elective junior high course. Junior High courses are graded on an overall yearly grade by averaging both semesters to receive a final grade.

JUNIOR HIGH REQUIREMENTS:	<u>Seventh and Eighth Grade</u>
2 semesters of English	2 semesters of Science
2 semesters of Math	2 semesters of Social Studies

SCHEDULE CHANGES

A change in schedule shall require notification of the instructors and clearance from the counselor and principal with parental approval. Once the semester begins, students will have **one week** to request schedule changes.

GRADING

Grades are based on the student's performance. This will include all phases of the total classroom results (A percent will be used). Any grade under 70% is recorded as failing. 94 - 100 (A) 86 - 93 (B) 78 - 85 (C) 70 - 77 (D) 0 - 69 (F)

The following conversion table will be used in the event a letter grade has been assigned to a student:

A+ = 99-100	B+ = 93-91	C+ = 85-83	D+ = 77-75	F = 69-0
A = 98-96	B = 90-88	C = 82-80	D = 74-72	
A- = 95-94	B- = 87-86	C- = 79-78	D- = 71-70	

CLASS WEIGHTING

All courses at Yutan High School are given a weight to be used when determining a student's class rank. This weighting is an indicator of relative difficulty of a given course. The Course Description Catalog contains the weighting for each class.

DISTANCE LEARNING & COLLEGE CREDIT CLASSES

Students may attend classes offered in the Distance Learning Room. All classes need to be approved by administration. Rules and guidelines will be provided to each student and posted in the room. College Credit classes may be available through Distance Learning, through classes offered at Yutan High School in conjunction with a local college, or through attendance of a local college. All classes must have parental and school permission to be part of a student's educational program. A student deposit for classes and educational programs paid for by the school may be required. Once the class or program is successfully completed, the deposit will be returned. Deposits will not be refunded for classes dropped, not completed, or failed.

PARENTAL REPORTS

The goal of parental reports is to improve communication between the school and parents. These help to promote academic excellence for students. Types of reports are:

Report Cards: Report cards will be sent home at the end of nine weeks.

Academic Ineligibility Letter: Is to inform parents of the ineligibility status of a student for activity participation. If a student is failing three or more classes he/she is considered ineligible and his/her parents will be notified by mail. Students who are academically ineligible will not participate in any school activity until the next eligibility period.

Computerized Grading System: Students' grades are available for parents and students to view through our computerized grade system and the internet. All grades are password protected to ensure privacy. Login names and passwords are available for parents upon request.

STUDENT WITHDRAWAL FROM SCHOOL

Children must attend through the age of 18 unless they have: 1) obtained a diploma; 2) completed an alternative education program; 3) reached the age of 16 and the parent or guardian has signed a waiver form. (LB868) Any student withdrawing from school is requested to meet with the guidance counselor and principal. A checkout form must be completed and signed by all necessary school personnel. Students will not be allowed to withdraw from school until the parent/guardian has signed a waiver form. Any student who withdraws from school may return to school at the start of the next semester. Students who stay home and fail to attend school through the mid-term will have to wait to take classes until the start of the next semester. Any variation from these guidelines will be made at administrative discretion.

HONOR ROLL

Honor Roll will be published at the end of every nine-week grading period. Students averaging 94% with no grade below 91% will qualify for the Honor Roll of Distinction. Students averaging 90% or above with no grade below 88% will qualify for the Honor Roll of Merit. Four quarters on the Honor Roll, in a school year, will earn a student an "Academic Letter".

SPECIAL EDUCATION

Students who are verified as children who could benefit from Special Education shall be afforded the opportunity to be graded according to ability or by comparison grading to determine academic progress and meet graduation requirements. Further information regarding Special Education placement and procedures may be found in Yutan Board Policies 6900 and 6910.

Student Assistance Team: We offer a Student Assistance Team (SAT) at Yutan Public Schools which is a general education, problem-solving team intended to utilize and document intervention strategies to assist the school in provision of general education (Rule 51, 0006.01C).

Student Assistant Teams (SAT) are made up of teachers, parents, students, administrators, and support staff. SAT members work together to help solve students' learning and behavior problems. Parent involvement in SATs can really help the team come up with better solutions. Parents have the right to refer their child to the team.

STUDY HALLS

Study halls are a part of the total education program at Yutan High School. They should not be viewed as free or play periods; this time, if well spent, can improve your grades and reduce the after school workload. A list of expectations will be posted in each study hall.

ACADEMIC STUDY HALL --- THE FIFTH QUARTER

The purpose of the Academic Study Hall is to provide additional study time for a student who is failing a class (due to poor grades failing to turn in homework). This time is also available to any student who chooses to use it for extra time on his or her homework.

Students required to attend are any students who receive an Academic Study Hall Sheet on Monday. Any student on the failure list **MUST** attend the Academic Study Hall --- Fifth Quarter on Fridays from 2:05 to 3pm. Any student, who qualifies, will be required to attend the Academic Study Hall with the teacher of the failing class until his or her name no longer appears on the failure list OR until he or she has improved his or her grades to passing and the passing grade(s) is/are verified by his or her teacher(s).

The student must report to the Academic Study Hall: 1) On time and no other materials are allowed unless approved by the supervising teacher. If a student fails to attend academic study hall, he or she will be assigned a Saturday School under the reason "failure to complete homework." That student must then attend the next Academic Study Hall regardless of his or her academic standing. In the case of teacher oversight, or clerical error, a student may be removed from the list with teacher and administrative approval.

MEDIA CENTER

The Media Center is a quiet area for students to study, do research, gather materials and use the computers (when available). Students are encouraged to use the Media Center and it should be accessible for all students throughout the school day. Students are required to follow the rules and procedures established by the media specialist to insure proper use of the Media Center; these rules and consequences are posted in the Media Center. In an effort to accommodate the Media Center needs of all students, limitations on the number of students in the Media Center at one time may be established. **Students who are disrupting the learning environment will be sent back to study hall or class.**

All books may be checked out by students for a two-week period, and renewed at any time prior to the assigned due date. An overdue fine of \$0.05 per day will be assessed for each overdue item. It is the student's responsibility to keep track of due dates. An updated list of all overdue materials will always be posted. Students with overdue materials will not be allowed to check out additional items until the overdue items are returned and fines paid. Charges for book repairs will be assessed depending on the level of damage and lost books will be charged the original price of the book. Students with accumulated unpaid fines will be turned into the principal's office.

Students have access to a national interlibrary loan program. Through this program, students can have books and other materials not owned by the Yutan Public Schools Media Center sent to them from other libraries. To use this service, students should submit the requested title, author, and publication information (if available) to Media Center staff. The media specialist will then submit this information to the Nebraska Library Commission, who will in turn locate a library somewhere in the country that is willing to loan out the item(s). The requested item(s) will be shipped directly to the school and given to the student to borrow for a period of 30 days. Students should pay close attention to due dates for interlibrary loan items, as an overdue fine of \$1.00 per day will be assessed for all overdue interlibrary loan items. Renewals may be requested to Media Center staff at least three (3) days prior to the due date. The approval of a renewal will be determined by the library which has agreed to the interlibrary loan. This service is especially useful for students conducting classroom research. For suggestions on how to locate resources to submit to interlibrary loan, please see the Media Center staff.

Students wanting access to our e-library books need to bring their e-reader device to the media specialist to setup your personal accounts. E-library books can be checked out two at a time and will disappear off of the device after the two week checkout period. There are no overdue fines for e-library books.

GUIDANCE SERVICES

Students and parents are encouraged to visit with the guidance counselor. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the student educational process as effective as possible. Services include: academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing programs, career exploration and post graduate planning. Achievement and college placement testing is coordinated through the guidance office; questions on interpreting test scores may be answered by the counselor. Please feel free to contact the counselor if you have any questions or if you would like additional information regarding mental health agencies or social services.

COLLEGE VISITATIONS: Students who have senior standing may be allowed two days to visit a post-secondary institute for the purpose of career planning. Juniors may be allowed two days to visit a post-secondary institute. All visitations must be prearranged through the guidance office and the guidance office will make the final decision to allow the student to visit. Parents must sign a permission slip and an activity absence sheet will be issued to the student. Both forms must be completed and returned to the guidance office prior to the visitation.

SCHOOL TRANSPORTATION (Board Policy 6700)

Riding school transportation, including bus, van or automobile will be considered as 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. Violation of transportation rules may result in loss of the riding privileges or school consequences.

STUDENT EXPECTATIONS FOR PS-12 BUS ROUTE AND SCHOOL ACTIVITIES

A courteous and cooperative passenger of school transportation will follow these rules:

1. Always walk on left side of the highway facing traffic when there are no sidewalks to use when meeting the bus.
2. Do not play games on the street, highway, or parking lot while waiting for the bus.
3. Students must be on time and allow 4-5 minutes for the bus to be early, or running behind while waiting.
4. Wait ten (10) feet away from the bus. Wait for a full stop before you attempt to get on the bus or before you get up from your seat to get off the bus.
5. Go immediately to a seat and be seated; remain seated until the bus comes to a complete halt at the assigned stop.
6. Do not put books, lunch, feet, band instruments, etc. in the aisles of the bus.
7. No heavy items, books, band instruments, etc. shall be placed in the overhead racks of the bus.
8. Never abuse any part of the vehicle or interfere with the property of other passengers.
9. Never tamper with the windows or put your hands, arms, legs, or any part of your body out of the windows, whether the vehicle is stopped or moving unless instructed to do so by the driver.
10. Do not talk to the driver while the bus is in motion unless asked a question by the driver.
11. Do not throw trash in, out, or around the vehicle; please use the trash receptacle provided.
12. Report any damage to the bus to the driver.
13. Leave the bus at your assigned spot-drop off, unless consent from an administrator has been given to do otherwise.
14. When leaving the vehicle to cross the road, always cross in front of the bus at least fifteen (15) feet.
15. Cross the street or highway only when the driver has checked the traffic and signals that the way is clear.
16. Wait for the bus only at the designated loading place.
17. All conversation shall cease at railroad crossings.
18. No glass bottles or other glass containers shall be allowed in the bus.
19. No eating or drinking on the bus unless previously approved by the driver, administration, or sponsors of the activity.
20. Cell phones or electronic devices need to be kept in book bag and get permission to use it.
21. Any exceptions must be approved by the bus driver, sponsor, or administration.

PROCESS FOR HANDLING STUDENT MISBEHAVIOR ON THE BUS:

FIRST OFFENSE:

1. Driver verbally warns student

SECOND OFFENSE:

1. Driver verbally warns student
2. Driver informs parent (phone call)
3. Driver informs principal
4. Principal meets with student and sends notice home (follow-up letter)

THIRD OFFENSE:

1. Driver verbally warns student
2. Driver informs principal
3. Principal calls parent and sends notice home (follow-up letter)
4. Student is removed from the bus for a pre-determined length of time (1 week)

SUBSEQUENT OFFENSES:

1. Continued misbehavior may result in long-term suspension from riding the school bus

STUDENT ORGANIZATIONS

Yutan Junior-Senior High School sponsors National Honor Society, Student Council, FBLA, etc. The commitment to student organizations stems from the belief that the total development of individuals is essential to the preparation of competent workers. Experience has shown that student organization activities are an effective way to teach many of the critical skills that are necessary if today's students are to attain their fullest potential. Student organizations are highly visible components of education programs and provide a means of linking students and educators to all other segments of the community. They promote a general public awareness of the work that students in education programs are doing to better themselves, their families, communities, states, nation and world. Work with civic, social, business and labor groups on community projects is an excellent way of orientating students to the adult world. Initiations and/or hazing by classes or clubs will not be permitted.

NATIONAL HONOR SOCIETY

Selection of members into the National Honor Society will be conducted by the local Faculty Selection Committee made up of the chapter advisor and five faculty members as designated by the principal. The advisor will disseminate all material to prospective students in grades 10 through 12, tabulate and interpret all written forms submitted by prospective members. The selection committee and advisor announce the names of students selected for membership in the Yutan chapter of the National Honor Society; the Faculty Selection Committee's decision is final. Applications for membership into the National Honor Society will be given to eligible students in January with the Induction Ceremony taking place in May.

EXTRA-CURRICULAR ACTIVITIES' GUIDELINES

It is the duty of all coaches and sponsors of the Yutan Public Schools system to enforce the Yutan Junior-Senior High School Activities Guidelines, in addition to regulations set forth by the Nebraska School Activities Association. They may establish and enforce other rules for their activities, which must not conflict with NSAA or District guidelines and must be approved by the administration..

DRUG TESTING FOR STUDENTS IN EXTRA-CURRICULAR ACTIVITIES

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (*Grades 9-12*) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, and Speech Team. To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian. Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted. Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form. Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

3. Testing Procedure.

- a. **Random Testing.** A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program. No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year. ***The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing.***
- b. **Suspicion-Based drug testing.** ***Suspicion-based drug testing, unlike random drug testing may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by District policy. Students testing positive will be disciplined in accordance with the District's discipline policy and may also be excluded from extracurricular activities as determined by the District. A student who refuses to submit to testing may still be disciplined under the District's discipline code for being under the influence of alcohol or drugs or insubordination.***
- c. **Collection.** The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. The Board reserves the right to utilize breath, saliva, urinalysis, ***hair or any other current testing procedures generally accepted.*** To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination. The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications. ***For the purposes of this policy, drugs shall include the illegal use of alcohol and nicotine. Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, if the student is absent an alternate will be selected, in sequential order from an alternate list provided by the Drug Program Administrator.***

4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws. Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such. Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result: • A confirmed positive alcohol or drug test; • Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or • Tampering with the specimen collection process. The following shall result from a positive test result: • The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse. • The student's privilege of participating in extracurricular activities will be restricted in the same manner and to the same extent as though the student had committed a violation of the drug and alcohol provisions of the Extracurricular Activity Code of Conduct set forth in the Student-Parent Handbook. Provided, however, that a student shall not receive a reduction for self-reporting if the student had, prior to the self-report, been selected for a drug or alcohol test pursuant to this Policy. The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above. Positive results related to this policy will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards

concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing. Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored competitive extracurricular activities. In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

Date of Adoption: FEBRUARY 8, 2016.

All students in grades 7-12 are subject to these guidelines throughout the school year from August 1st to May 31st. ***From June 1 to July 31 these guidelines will be in effect for students while they are participating in school-sponsored camps, leagues, clinics and other types of summer activities while under supervision of school personnel, involving school vehicles and on school grounds. Extra-curricular activities include all athletics and activities sponsored by Yutan Public Schools.*** These events include, but are not limited to: cheerleading, drill team, speech, one act, all school play, musical, homecoming royalty, Prom, Post-Prom events, academic competition groups, and student leadership organizations. Administration, with sponsor input, may use discretion with non-athletic activities due to lack of a defined season and/or the activity being class-based with graded activities. Consequences will be administered during the current season and continue into the following season, if not completed. The student must complete the season in which the consequences were earned or the consequences will continue into the next participative season up to a calendar year from the incident. **If the consequence carries over into another season, that season must also be completed.** Consequences for all offenses will be evaluated on a case by case basis by the sponsor/coach and AD and approved by the building principal

ACADEMIC AND PARTICIPATION GUIDELINES

Academic Eligibility: Students (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned credit for 20 semester hours of school work for the immediate preceding semester." In addition, a student at Yutan Junior-Senior High School will be considered eligible if he/she is passing 25 hours for the current quarter. Eligibility is defined as follows:

1. Grade reports will be on a two-week basis. The ineligibility period will begin on a Wednesday and end on a Wednesday.
2. A student declared ineligible may be reinstated the second week if his/her grades have improved to meet eligibility standards.
3. Any exceptions to the eligibility policy will be decided by the principal.
4. Students are required to attend Academic Study Hall as assigned.

Absences: Students who are absent from school any part of the day (after 8:15 am) on which an activity (home or away) or practice is held, will not be permitted to participate in the activity or practice unless parents notify the principal or principal's office by phone or a pre-excused absence note has been filed in the principal's office. Any absences or exceptions must be approved by the administration. Attendance at practice is at sponsor/coach's discretion. Practice sessions may be attended, but not participated in. Students are subject to attendance rules set by the coach or sponsor of the individual activity. Students should notify the coach or sponsor prior to practice if he/she will be absent, and provide a note from his/her parent/guardian.

Conduct: Any conduct harmful to the image of the Yutan Activities Program activity merits discipline from the coach/sponsor and activities director. Examples of poor conduct include attending parties where alcohol or drugs are present, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Discipline for poor conduct will be determined by the coach/sponsor/AD and approved by the building principal. Parents/guardians will be notified of the incident and pending disciplinary action. Some conduct may be serious enough to merit forfeiture of varsity letter and award nomination eligibility as well as dismissal from the group or organization.

First Offense:

Conduct (minor infractions)

1. Suspension from team performances for one game or meet in football, track, and cross country; two games/competitions in volleyball, softball, basketball, wrestling, and baseball; one or two activity events, class based/graded activities will be evaluated on a case by case basis by the teacher/sponsor and AD and approved by the building principal.
2. Forfeiture of eligibility for nomination for post season awards.
3. Student will apologize to coaches, sponsors and the team or group. The student will practice.

Alcohol and Drugs / E-cigarettes and Tobacco / Conduct (major or repeated infractions)

1. Suspension from team performances for three games or meets in football, track and cross country; and six games/competitions in volleyball, softball, basketball, wrestling and baseball; and a minimum of three activity events, class based/graded activities will be evaluated on a case by case basis by the sponsor and AD and approved by the building principal.
2. Forfeiture of eligibility for nomination for post season awards.
3. Student will apologize to coaches, sponsors and the team or group. The student will practice.
 - **First offense self-report reduction:** First offense suspensions may be reduced up to one-quarter if the student comes forward first and reports the wrong doing.
 - **First offense self-help program or community/school hours reduction:** First offense suspensions may be reduced up to one-quarter if the student completes a self-help program that is approved by the building principal **OR** completes up to 40 hours of community/school service.
 - **First offense self-report AND self-help program or community/school hours reduction:** If a student completes both the first offense self-report AND self-help or community/school hours, then the student suspensions may be reduced up to one-half.

Second Offense: A second offense is a violation of the extra-curricular guidelines within a calendar year from the date of the first offense.

1. Forfeiture of varsity letter for that season.
2. Suspended from all extra-curricular activities for a period of one calendar year.

OR

1. Forfeiture of varsity letter for that season.
2. Suspension from all extra-curricular activities for a period of one-half of a calendar year, if the student completes:

- a. up to 40 hours of community/school service.
- b. a community-based self-help program that is approved by the building principal. All self-help program hours completed by the student will be subtracted from the number of community/school service hours assigned.

Third Offense: Any third offense, within a calendar year from the date of the first offense, will result in a suspension from all extra-curricular activities for one calendar year, starting on the date of the third infraction.

Community-Based Self-help Program: A community-based self-help program is an approved program that the student must agree to participate in and complete. These self-help programs must be approved by the building principal. The self-help program must be administered by a certified instructor and relate to the behavior that occurred during the violation. For example, alcohol and drug use assessment and evaluation / classes, anger management, etc. Proof of successful completion of the program must be submitted to the building principal. All costs associated with the program are the responsibility of the student/parent or guardian.

Due Process

1. Students shall be given advanced notice of the rules and standards
2. Alleged infraction occurs
3. Investigation of the incident
4. Coach/sponsor, activities director and/or principal will conference with the student
5. Student will be notified of the charges
6. Student will have an opportunity to tell his or her version
7. Coach/sponsor and activities director will recommend a decision to the principal
8. Letter sent/ contact made to parent/ guardian stating student's conduct and reasons for discipline set
9. Student serves discipline set
10. If the student and/or the student's parent/guardian are not satisfied with the discipline set, a hearing may be requested with the principal. The written request must be delivered to the principal within five days of receiving notice of the disciplinary action taken.
11. The Hearing will be held within five days of the request.
12. The decision will be based on the evidence presented at the hearing.
13. A statement of the findings and decision rendered will be sent to the student and his/her parent/guardian. A record of the hearing will be kept at the school.

Provisions for participants in activities: Students will be provided with 1) equipment for participation in the chosen activity (some equipment is the responsibility of the student). 2) Transportation to and from away events. 3) Opportunity for physical examinations at a reduced cost. 4) Free admission to home events for the season (fall, winter, spring) in which the student is participating. 5) End of year banquet presented by Yutan Athletic Boosters.

PHYSICAL EXAMINATION/PARENTAL CONSENT

All students wanting to participate in any interscholastic sport must have a medical examination and a release form signed by both doctor and parent. This form must be on file with the school BEFORE THE STUDENT CAN PRACTICE OR USE THE WEIGHT ROOM.

ATHLETIC INSURANCE

This is available to all students who are participating in interscholastic athletics. Students having other comparable insurance and/or declining school insurance must provide evidence of this by signing the insurance section of the health examination form.

STUDENT TRANSPORTATION

Yutan Public Schools shall provide transportation for all eligible members of a team or organization to and from all activities. Students are to travel with the team or organization to all events and will be allowed to leave an event apart from the team or organization under the following conditions:

- A. The student travels from the event with HIS/HER PARENTS ONLY.
- B. The student and his/her parents have presented a note requesting permission for special travel arrangements. NOTE: Coaches and sponsors may deny student/parent request, if they wish the student to remain with the team or organization.

EQUIPMENT

Each participant at Yutan 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 AD if he/she should lose or damage school equipment.

ACTIVITY SHEETS

Any time a participant will miss part or all of his/her classes, he/she may receive an "activity absence sheet" from the coach/sponsor. If the student does not turn his/her "sheet" into his/her coach/sponsor with all proper signatures, he/she will not be allowed to participate in the activity. Coaches or sponsors may request that activity absence sheets be waived for a particular activity. This must be cleared by the administration. Coaches or sponsors must check to see if all sheets are turned in.

ATHLETIC INJURIES AND THEIR TREATMENT

Any student who is injured should notify the head coach immediately. The coach should assess the seriousness of the injury and render preliminary treatment. If a student is held out of practice/competition by a doctor, due to a serious injury or illness, the student will not be allowed to participate until a release from the doctor has been received by the coach.

GUIDELINES FOR STUDENT SPECTATORS AT SCHOOL ACTIVITIES

AWAY Events - The school sends one supervisor to each away varsity event to monitor our fans and correct any misbehavior. All incidents are reported to the high school administration the following school day.

HOME Events - The school provides supervision at each home varsity event. These supervisors will monitor the fans (home and guests) and correct any misbehavior. If behavior becomes too negative, the following steps will be taken:

1. The student will be given ONE WARNING and told to go watch the activity.
2. If the student continues to misbehave, the supervisor will take the student to his/her parents until the activity is over.
3. If the student's parents are not present at the activity, the supervisor will have the student call his/her parents, and the parents will be asked to promptly come to the school and take their student home, or the student will be told to leave the school grounds.
4. If misbehavior from a student persists from activity to activity, the school will take steps to prohibit that student from attending all

activities for a period of time as determined by the administration

STUDENT GUIDELINES:

Football & Track Activities - sit in stands or stand along "track fence" to watch game.

NO GAMES INSIDE FENCED AREA

NO ONE ON THE INFIELD (exception-Spirit Line)

NO HANGING BELOW THE STADIUM SEATS

Gym/Building Activities - students are to watch the event and not sit in the cafeteria or hallway while the event is going. Lockers are also off limits. Students may buy concessions, and are encouraged to finish their beverage and report back to the game/match. Students are to use only the front "north entrance" when entering or exiting the building. No outside games or activities permitted without administrative approval and school supervision.

STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

The Board of Education establishes written policies, rules and regulations of general application governing student conduct in all schools. Principals within their buildings may establish certain written rules and regulations not inconsistent with those established by the Board of Education, Nebraska Law and the Student Discipline Act. Neb. Rev. Stat. sections 79-4,170 to 79-4,205, section 79-211, and sections 16, 42, and 43 of Legislative Bill 1250 shall be known and may be cited as the Student Discipline Act. The purpose of the Student Discipline Act shall be to assure the protection of all elementary and secondary school student's constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process.

GENERAL STANDARDS OF BEHAVIOR

Any conduct which causes or creates a reasonable likelihood that it will cause a substantial disruption, in or material interference, with any school function, activity or purpose; or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or wellbeing of the rights of other students is prohibited. **We do not demand more of a pupil than that he/she conduct himself/herself in a respectable manner, be considerate of other people's rights, and that he/she make the best use of the opportunities available to him/her. Permission to remain in class is based upon good behavior. (Board Policy 6200)** Rules or standards, which form the basis for discipline, shall be distributed to each student and his or her parent or guardian at the beginning of each school year. The superintendent shall also be responsible for posting, in a conspicuous place, within each school building during the school year, such rules or standards. Such changes shall not take effect until the superintendent has made a reasonable effort to distribute the text of such changes to each student and his or her parent or guardian.

ADMINISTRATIVE AND TEACHING PERSONNEL

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

Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extra-curricular 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.

Neb. Rev. Stat. section 79-4,173 further provides that if a student is suspended, expelled, or excluded from school or from any educational function, pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under any compulsory school attendant statutes.

Any suspension or expulsion under the Student Discipline Act shall comply with the requirements of the Special Education Act and the requirements of the Federal Individuals with Disabilities Education Act, 20 U.S.C. 1410 et seq.

CLASSROOM CONDUCT

The classroom teacher shall maintain a proper atmosphere conducive to good instruction. We will demand that students conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. **Repeat offenders may be suspended or removed from class. In case of removal, all credits will be lost.** Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

SUBSTITUTE TEACHERS

Substitute teachers are guests in our school. They have a difficult task to perform in the absence of the regular teacher. Students are asked to give substitutes as much help as they can. In this way, classes will be effective and students will receive the maximum benefit. If a student receives any consequences from the substitute teacher, it may be doubled by the regular classroom teacher.

PUBLIC DISPLAYS OF AFFECTION

Displays of affection are not acceptable behavior in the school building. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Public displays of affection will not be tolerated in Yutan High School, and violators of this policy are subject to discipline.

HARASSMENT

"Harassment" on the basis of sex includes, but is not limited to, unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advance or suggestion of a sexual nature. Harassment on the basis of race, national origin, disability, age, religious beliefs, personal appearance, or marital status, includes but is not limited to, any verbal or written statements to or about an individual which ridicules, slurs, mocks, derides, disparages, or makes fun of the individual because of his or her race, national origin, disability, age, religious beliefs, personal appearance or marital status. Students who believe they have been sexually harassed or abused by an employee or student(s) shall report this matter immediately to an administrator or guidance counselor.

PREVENTING DATING VIOLENCE

Yutan Public Schools promotes physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational programs offered and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) “dating violence” to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) “dating partner” to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. (July 1, 2010)

BULLYING

Bullying disrupts a school’s ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on or off school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored events.

Bullying Prevention and Education for all students will occur on a school-wide basis through the proactive teaching of appropriate social skills (Boys Town Social Skills Program and the Chieftain Pride and Respect Skills). These programs will be implemented through educational activities both in the classroom and through school wide activities.

Students who are a victim of bullying or harassment or who observe such actions occurring are to promptly report the problem to their teacher or the principal (or designee) so the problem can be addressed. Consequences for bullying are taken very seriously and will be dealt with on an individual basis. Students who make reports of bullying activities will not be retaliated against for making the report. (79-2,137)

DISCIPLINE PROCESS

The Discipline Process is a listing of general school rules and exceptions of student behavior along with consequences. The Discipline Process addresses student behavior, which interferes with his/her own and other's education. A teacher, paraprofessional, or administrator may issue Level 1, 2, or 3 consequences.

Levels of Infractions: The level at which a student enters the discipline process is dependent upon the severity of the infraction. The following is a list of infractions and the level at which each enters the due process system. *Please note: These lists are NOT all-inclusive.

LEVEL I- Teacher/Student Resolve the Problem

Under this level, the teachers and students work to resolve the problem. Usually these issues are minor and can be handled immediately through prompts or a brief interaction with the teacher. If the minor behaviors continue, the teacher will move to Level 2 consequences.

LEVEL II- Supervised Detention/ Extra Work

Under Level 2, the teacher may assign the student a supervised detention or ask for additional work to be completed. The detention or extra work is completed with the teacher and typically lasts from 5-30 minutes. The teacher focuses on the cause of the problem and helps the student correct it. Level 2 consequences are used for behaviors that are more serious or severe than Level 1.

Behaviors that can earn Level 1 or 2 consequences depending on severity.

1. Bullying **To include the endorsement, forwarding, propagating or similarly supporting received bullying messages.**
2. Plagiarism or dishonesty
3. Public displays of affection
4. Classroom misconduct
5. Disrespect for others, including their property
6. Eating food/candy without permission
7. Possessing food or drinks (other than in the cafeteria or at an allowable time/circumstance)
8. Inappropriate behavior at school sanctioned events
9. Cheating (resulting in a zero for the assignment)
10. Use of nuisance items (cell phones, radios, electronic devices, etc.)
11. Hallway misconduct / pass violations
12. Locker violations
13. Poor language
14. Throwing snowballs
15. Dating violence

*This list is NOT all inclusive.

LEVEL III- One Hour School Detention

The consequence for earning a Level 3 referral is a progressive pyramid school detention. These detentions are served on preset days of the week. A staff person is assigned to monitor this detention room. This consequence is reserved for more severe types of behavior, such as an office referral, or for continually repeating minor behaviors that interfere with learning.

Behaviors that can earn Level 3 consequences depending on severity:

1. Any Level 2 items that are severely violated or are repeated.
2. Bullying **To include the endorsement, forwarding, propagating or similarly supporting received bullying messages**
3. Office referrals
4. Excessive tardies
5. Unexcused absences
6. Disrespect for school or other individual's property (student will be required to clean, properly repair, or pay for property).
7. Cafeteria misconduct (student may be required to clean up any messes)
8. Misuse of car/parking lot violations (may lose driving/parking privileges)
9. Cursing/abusive language
10. Insubordination
11. Gambling
12. Behavior which interferes with class work or other school activities (computers, electronics, cell phones)

13. Violation of dress code
 14. Stealing of property or theft
 15. Possession of pictures or drawings which are obscene or derogatory to any school employee or student (paper or electronic)
 16. Hall Pass violations
 17. Possession of lighters, matches, or laser pointers
 18. Throwing snowballs
 19. Dating violence
- *The list is NOT all-inclusive.

To provide a clear guideline for students and a fair, equitable approach, a limit of 3 office referrals will be used. These detentions are cumulative throughout the school year. Upon a student earning a 4th detention/referral, a Level 4 consequence will be issued. Any changes to this limit are at the principal's discretion. Reinforcement of appropriate behavior is also very important; therefore, good classroom and school behavior will be taken into account.

LEVEL IV -In-school Suspension (ISS)/Saturday School/Out of School Suspension (OSS)/Expulsion.

These consequences are used for severe problems that cause disruptions in the school. The types of consequences that may be used are Saturday School, in-school suspension, out-of-school suspension, and expulsion. These consequences are all administered according to Nebraska State Laws.

Behaviors that can earn Level 4 consequences, depending on severity:

1. Use of violence, force, coercion, threat, intimidation or similar conduct which interferes with the purpose of school
2. Destruction of school or other individual's property (student will be required to pay for the repair or replacement of such property); stealing or attempting to steal property of substantial value; vandalism (such as criminal acts) to school, staff, or student property
3. Causing or attempting to cause personal injury to any school employee, volunteer, or student (fighting)
4. Verbal or physical threats of harm made towards any school employee, threatening or intimidating any student for the purpose or intent of obtaining money or anything of value from another student
5. Knowingly possessing, handling, or transmitting, any object or material that is ordinarily or generally considered a weapon, or items used with a weapon (bullets)
6. Possession of, under the influence of, or with intent of selling or dispensing of tobacco products (**cigarettes, e-cigarettes, pipes, cigars, chewing tobacco, etc.**), alcohol, illegal drugs or imitation-look-a-like controlled substance
7. Public indecency
8. Engaging in bullying as defined by section 1 of 79-267 (LB 79-2,137) **To include the endorsement, forwarding, propagating or similarly supporting received bullying messages.**
9. Sexual assault or attempted sexual assault, felony convictions
10. Engaging in an activity which constitutes a threat to himself, herself and others or interferes with school purposes
11. Repeated violation of any rules as outlined in the Parent/Student Handbook or established by school administrators or Board of Education
12. Harassment of any student or school district employee on the basis of the individual's race, national origin, sex, disability, age, religious beliefs, personal appearance, or marital status
13. Chronic absenteeism, tardiness, or truancy
14. Insubordination (failure to follow directions from any staff member) or gross disrespect to any school employee on or off school premises
15. Office referrals
16. Excessive detentions
17. Cursing/abusive language/vulgar gestures/obscene pictures
18. Any gang related behavior, clothing, intimidation, etc.
19. Possession of or use of fireworks, lighters, and/or matches
20. Unsportsmanlike activity toward others, including visiting teams, fans, or officials
21. Gambling
22. Dishonesty
23. Violation of Student Dress Code
24. Dating violence

*The above list is NOT all-inclusive

The following guidelines / limits for students will be followed for this school year.

Level 1: Teacher and student resolve the problem

Level 2: Teacher supervised detention(s)/consequences

Level 3: 1st: one hour detention referral

2nd: two hours detention referral

3rd: four hours detention referral

Level 4: 4th: Saturday school referral

5th: Two Saturday school referrals

6th: Three days ISS

7th: Six days ISS

8th: Three days out-of-school suspension

9th: Six days out-of-school suspension

10th: Possible expulsion

Notes: Level 3 & 4 referrals are the accumulation of all teachers, not just one individual teacher. The severity of the incident or the accumulation of several incidents may cause several steps to be bypassed. This decision is left to the discretion of the principal. Parents will be notified of each step through phone contact or written notice, or both.

DETENTIONS

Detentions given by school personnel must be served the day it was assigned or the following day. Students who fail to serve assigned detention will be assigned Saturday School Suspension. Students may request a change in detention hall through the principal. Work schedule or babysitting assignments, must be rearranged by the student. These are not reasons for not attending the detention time. "School Service" work may be offered in place of the detention hall at administration and teacher's discretion. (Board Policy 6240)

SATURDAY SCHOOL**General Purpose of Saturday School at Yutan High School:**

Saturday School has been created as a consequence for misbehavior to replace some in-school suspensions and to serve as an option for some out-of-school suspensions. It is the goal of Saturday School to deter disruptive behavior and encourage academic improvement.

Responsibilities of the Saturday School Student:

- Obtain a copy of the "Saturday School Student Expectations" from the principal.
- Students will follow all expectations and rules as described in the Student Handbook (dress code, etc.) and Saturday School Student Expectations. Saturday School Sessions may be videotaped.
- Attend Saturday School. Absence from Saturday School will only be considered "excused" for the following reasons: 1) family emergency; 2) illness; 3) prior administrative approval. Work is not an excused absence.
- Have all books and study materials and be in the commons area by 7:00 am.
- Students will have school work or appropriate reading/study material with them. "Appropriate" reading/study material includes assigned classroom work, textbook reading and assigned reading material. Non-assigned material, such as magazines or personal books are not appropriate. If no work material is brought to the room, the student will be assigned prepared work sheets or assignments by the supervisor.
- If a student has work assigned by the supervisor during the session that work is due at the end of the session. This work must be completed to the satisfaction of the supervisor. The student will not be given credit for attending Saturday School if the work is not completed on time and satisfactorily.
- Students will not leave the room without supervision.
- Students will not bring food, candy, gum or drink into the room.
- Students will conduct themselves in a manner not to cause dismissal from the session.
- Students will not talk or make noises.
- Students may not sleep.
- Students will study for the entire time.
- Students who may be late and denied admittance or dismissed from the session will leave the building and school grounds immediately and without argument. Students who are argumentative, disrespectful or refuse to leave will be suspended out-of-school.

Saturday School Schedule

- 6:50 am -Students are allowed to enter the building
 7:00 am -Students are required to have all books and study materials ready
 8:30 am -Students allowed 10 min. restroom/drink break
 -Supervisor calls parents of absent students
 10:00 am -Supervisor will dismiss students
 -Reports filled out in notebook and returned to principal's office

Consequences for Inappropriate Behavior at Saturday School Session:

1. Students late for session will not receive credit for their attendance.
2. Students dismissed for poor behavior from the session at any time will not receive credit for their attendance.
3. Students not receiving credit for Saturday school attendance will be suspended out of school and required to make up the missed Saturday school:
 - a. First failure to attend or complete (FAC): two days out-of-school suspension (OSS) - make up Saturday School (SS);
 - b. Second FAC: four days OSS - make up SS;
 - c. Third FAC: five days OSS - make up SS;
 - d. Fourth FAC: Subsequent failure to attend Saturday School will result in long-term suspension or expulsion.

EMERGENCY EXCLUSIONS

Any student may be excluded from school for the following circumstances:

1. Disease – If a student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community. (79-264 (1) (a).
2. Conduct – 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 others to pursue an education. (79-264(1)(b).

Procedure and duration: Any emergency exclusion shall be based on a clear, factual situation warranting it and shall last no longer than is necessary to avoid the dangers described immediately above. (79-264(2).

- Exclusion for five days or less: The same procedures for short-term suspensions will apply.
- Exclusion for over five days: A hearing will be offered within 10 days to allow for due process and final determination of the length of exclusion.

SHORT TERM SUSPENSIONS

Any student may be excluded from the Yutan Public Schools for a period of time not to exceed five (5) school days in the following circumstances provided that the suspension is assigned under applicable provisions of law as duly prescribed in the State of Nebraska. (Board Policy 6222) (79-256(4))

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
2. 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.
3. If the student is involved in behavior or activities which materially interfere with any educational function or which materially infringes upon the rights of other students to pursue an education.

4. Conduct constituting ground for expulsion or long-term suspension as prescribed by Nebraska law.

PROCEDURE TO BE FOLLOWED FOR SHORT-TERM SUSPENSIONS

The school principal or his or her representative may suspend a student for as many as five (5) school days for any of the aforesaid circumstances and as provided by law, including conduct constituting grounds for expulsion as set out in the Student Discipline Act and any other violation of rules and standards of behavior adopted under said Act. The following procedure will be followed for short-term suspensions:

1. Such short-term suspension shall be made only after the principal has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him or her, an explanation of the evidence the authorities have, and an opportunity to present his or her version.
3. Within twenty-four (24) hours or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student and his or her parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent or guardian before or at the time the student returns to school.
4. Any student who is given a short-term suspension as provided herein may be given an opportunity to complete any class work, including, but not limited to, examinations, missed during the period of suspension. The Yutan Public Schools District shall develop and adopt guidelines stating the criteria school officials shall use in determining whether and to what extent such opportunity for completion will be granted to suspended students. The guidelines shall be provided to the student and his or her parent or guardian at the time of suspension. The superintendent shall take into consideration such matters as, but not limited to, what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause of other education relevant outcome. Such guidelines as the superintendent may develop shall be provided to the student and parent or guardian at or prior to the time of suspension.
5. If a student is suspended (in or out of school), **the student is required to make up all work** satisfactorily and may not receive more than **60% credit** for the make-up work. **Exams** are an exception to this rule and will be graded accordingly. Students, who receive in-school suspension must report to the office at 8:00 am and will be dismissed at 4:00 pm

LONG-TERM SUSPENSION, EXPULSION, MANDATORY REASSIGNMENT

Long-term suspension shall mean the exclusion of a student from attendance in the Yutan Public Schools system for a period of time exceeding five (5) school days but less than twenty (20) school days. Expulsion shall mean exclusion from attendance within the system in accordance with the **Nebraska Student Discipline Act of Nebraska Statutory Law** which is set forth herein below.

Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

1. A school district that has expelled a student may suspend the enforcement of such expulsion for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect and may, as a condition of such suspended action, assign the student to a school, class, or program which the school district deems appropriate for rehabilitation of the student. Any two or more school boards may join together in providing such schools, classes or programs, and any district may by agreement with another district send it's suspended or expelled students to any school. Reimbursement under this section shall be in accordance with the Tax Equity and Educational Opportunities Support Act. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include and individualized learning program to enable the student to continue academic work for credit toward graduation.
2. At the conclusion of the designated period, the school district shall (i) reinstate any student who has satisfactorily participated in the school, class, or program to which such student has been assigned and permit the student to return to the school of former attendance or to attend other programs offered by the district or (ii) if the student's conduct has been unsatisfactory, enforce the expulsion action. If the student is reinstated, the district may also take action to expunge the record of the expulsion action.
3. The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act and Nebraska law when such activity occurs on school grounds or during an educational function or event off school grounds and as prescribed by the Student Discipline Act and Nebraska law (79-267), to wit:
 - (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
 - (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
 - (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
 - (4) Threatening or intimidating any student for purpose of or with the intent of obtaining money or anything of value from such student;
 - (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;* (the federal definition of "firearm" as provided in 18 U.S.C. 921 will apply) 9-263 (1)
 - (6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401 of Nebraska Statutory Law, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103, or being under the influence of a controlled substance or alcoholic liquor; (79-267(6))
 - (7) Public indecency, as defined in Neb. Rev. Stat. section 28-806, except that this subdivision shall apply only to students at least twelve (12) years of age but less than nineteen (19) years of age;
 - (8) Engaging in bullying as defined by section 1 of 79-267.
 - (9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes

of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Neb. Rev. Stat. sections 28-319 and 28-320, as such sections now provide, or may hereafter from time to time be amended;

- (10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- (11) A repeated violation of any rules and standards validly established pursuant to Neb. Rev. Stat. section 79-262 if such violations constitute a substantial interference with school purposes. It is the intent of the Nebraska Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

Students who knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school vehicle, or at a school sponsored activity or event will be expelled from school for a minimum of one (calendar) year. Neb. Rev. Stat. 79-263 (1 and 2) R.R.S. The superintendent or the School Board of Education may modify the expulsion requirement, following an investigation, and on an individual basis. The school principal or designee shall notify as soon as possible the appropriate law enforcement authorities of any act as described in the above policy. Federal requirement is "2001 No Child Left Behind, Title IV, Subpart 3, Section 4141 Gun Free School Requirement".

SUSPENSION OF QUALIFIED STUDENTS WITH A DISABILITY

A student may be suspended from school for up to ten school days even if the behavior is related to the student's disability. A suspension of ten school days or less at one time does not constitute a change in placement, however, if the student is suspended for ten cumulative days during the school year, an IEP team shall be convened for each subsequent suspension to review and determine the appropriateness of the student's special education program and placement. (Rule 51,sec. 008.03A2)

LONG-TERM SUSPENSION AND EXPULSION OF QUALIFIED STUDENTS WITH A DISABILITY

Long term suspension and expulsion of qualified students with a disability shall not be defined as excluding the student from public education as may occur with students without a disability. Long term suspension and exclusion is defined as a change in placement from one program to another, modifying current program, and assignment to a program in another district, residential, homebound, etc.

PROCEDURES TO BE FOLLOWED FOR LONG-TERM SUSPENSION AND EXPULSION

If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:

1. As provided in Neb. Rev. Stat. section 79-268 on the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two (2) school days of the decision, send written notice by registered or certified mail to the student, and his or her parent or guardian informing them of the rights established under the Student Discipline Act and applicable Nebraska law.
2. Such written 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject by the school;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in sections 79-271 and 79 272 of Nebraska Statutory Law and as herein below set forth; and
3. 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 there out of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in the Student Discipline Act shall preclude the student, or the student's parent, guardian, or representative from discussing and settling the matter with appropriate school officials or school personnel prior to the hearing stage.
5. Upon expulsion, the school district will offer an alternative program, designed by the principal.

HEARING PROVISIONS

Procedures if a hearing is not requested: If a hearing is not requested by the student or the student's parent or guardian within the five days following receipt of the written notice, the punishment recommended in the charge by the principal or his/her designee will automatically go into effect upon the fifth (5th) school day following receipt of the written notice by the student or his/her parent/guardian as required under section 79-268.

1. If a hearing is requested within five (5) school days after receipt of the aforesaid written notice as provided in Neb. Rev. Stat. section 79-272, the following procedure shall be followed:
 - a. The superintendent shall appoint a hearing examiner.
 - b. Within two (2) school days after being appointed, the hearing examiner shall give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing. The hearing shall be scheduled within five (5) days after it is requested, but the hearing examiner for good cause may change such time. Unless all the parties consent in writing, no hearing shall be held upon less than two (2) school days actual notice to the principal, the student and the student's parent or guardian.
 - c. The principal or legal counsel for the school, the student, and the student's parent or guardian, or representative, shall have the right to examine the records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or Board of Education at a reasonable time prior to the hearing.

2. In addition to the other duties provided in the Student Discipline Act, it shall be the duty of the hearing examiner to remain impartial throughout all deliberations. The hearing examiner shall be available, prior to any hearing held pursuant to the act, to answer any questions the principal, the student, or the student's parent or guardian may have regarding the nature and conduct of the hearing.
3. If a hearing is requested under sections 79-272 of Nebraska Statutory Law more than five (5) school days, but not more than thirty (30) calendar days following the actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending a final determination.

HEARING PROCEDURES

1. During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long-term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student and the student's parent or guardian, the student's representative, if any, and legal counsel for the school's Board of Education or as defined in 79-273 of Nebraska Statutory Law, if the hearing examiner or superintendent deems it advisable. Witnesses shall be present only when they are giving information or testimony at the hearing. The hearing examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak in his or her own defense and may be questioned on his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and, in such case, shall not be threatened with punishment nor be later punished for refusal to testify. The student's representative may be an attorney. During the hearing, the principal shall present to the hearing examiner the student's records, and statements, in affidavit form, of any person having information about the student's conduct. However, such records and statements will not be accepted by the hearing examiner unless, they had been made available to the student, or the student's parent, guardian or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or Board policy. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.
2. Witnesses may be asked to attend the hearing by the student, the parent, guardian, representative, principal or hearing examiner.
3. In conducting the hearing requested under the aforesaid sections, the hearing examiner shall not be bound by the rules of evidence or any other courtroom procedure (79-277).
4. The hearing examiner, student, the student's parent or guardian, the student's representative, if any, and counsel for the Board of Education, if the Board chooses to have counsel present (and the hearing examiner may request the advice of legal counsel) shall attend the hearing. Legal counsel for the Board may advise the hearing examiner in the conduct of the hearing or act as the principal's designee, but the same person may not serve both functions.
5. Witnesses may be questioned by the student, the student's parent, guardian or representative, the principal, the school's legal counsel or the hearing examiner. Witnesses shall give testimony under an oath administered by the hearing examiner. All persons giving evidence by written statement or in person at the hearing shall have the same immunity from liability as a person testifying in a court case.
6. Students may be given a group hearing when the facts and charges in each of their situations are substantially the same. If during the conduct of the hearing the hearing examiner finds that a student's interests will be substantially prejudiced by a group hearing, or that the hearing is resulting in confusion, he may order a separate hearing for any student. When more than one student is charged with violating the same rule and they are charged with acting in concert and if the facts appear to the hearing officer to be substantially the same, a single hearing may be held for such students as a group, if the hearing examiner believes that a single hearing will not prejudice any of the students. If during the pending of the hearing, the examiner finds that a student will be substantially prejudiced by a group hearing, the hearing examiner may order a separate hearing for that student.
7. The school district shall record the proceedings of the hearing at its own expense.

HEARING EXAMINER'S REPORT AND SUPERINTENDENT'S DETERMINATION

1. After the hearing is concluded, the hearing examiner shall within a reasonable time prepare a report of his or her findings with a recommendation of the action to be taken and the reasons for the recommendations of that particular action. The hearing examiner's recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment. The superintendent shall review the examiner's report and may change, revoke, or impose the sanction recommended by the hearing examiner. Written notice of the findings and recommendations of the hearing examiner and the determination of the superintendent shall be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian and upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
2. The findings and recommendations of the hearing examiner, the determination by the superintendent, and any determination on appeal to the governing body, shall be made solely on the basis of the evidence presented at the hearing or, in addition, on any evidence present on appeal.
3. Except as provided in paragraph number four (4) immediately below, the expulsion of a student shall be 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 subject to the provisions of paragraph number four (4) of this section. Such action may be modified or terminated by the school district at any time during the expulsion period.
4. The expulsion of a student for (i) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except as provided in Neb. Rev. Stat. section 79-267 (3) or (ii) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
5. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing.
6. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the School Board or Board of Education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise the student may be readmitted by action of the superintendent.

RECORD OF THE CASE

The record in a case under the Student Discipline Act shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the superintendent. With respect to any appeal to a court or any subsequent appeal, the record shall consist, in addition, of any additional evidence taken and any additional action taken in the case.

APPEAL OF THE SUPERINTENDENT'S DETERMINATION

1. The student, or the student's parent, or guardian may, within seven school days following receipt of the written notice of the determination of the superintendent, appeal the superintendent's determination to the School Board or Board of Education by a written request, which shall be filed with the secretary of the board or with the superintendent.
2. A hearing shall be held before the School Board or the Board of Education within a period of ten (10) school days after it is requested, and such time for a hearing may be changed by mutual agreement of the student and superintendent, except that the hearing may be held before a committee of the School Board or Board of Education of not less than three members. Such appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness and such new evidence shall be recorded as provided in Neb. Rev. Stat. section 79-285(2).
3. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by Neb. Rev. Stat. section 79-285(2), such committee shall make a recommendation to the Board of Education which shall at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the superintendent. Nothing in this policy shall be construed to require a committee of the Board or the Board of Education to receive any new evidence unless the failure to do so would in the judgment of the Board or the committee as applicable cause substantial unfairness in the proceedings.
4. The final action of the Board shall be evidenced by personally delivering or mailing by certified mail a copy of the decision of the Board or applicable deliberating body to the student and the student's parent or guardian.

JUDICIAL REVIEW

Any person aggrieved by a final decision in a contested case, whether such decision is affirmative or negative in form, shall be entitled to judicial review. Nothing in Neb. Rev. Stat. section 79-288 shall be deemed to prevent resort to other means of review, redress, or relief provided by law.

1. Proceedings for review under Neb. Rev. Stat. sections 79-289(1) shall be instituted by filing a petition in the district court of the county where the action is taken within thirty days after the service of the final decision by the School Board or Board of Education under Neb. Rev. Stat. section 79-289(2).
2. All parties of record shall be made parties to the proceedings for review. The court, in its discretion, may permit other interested persons to intervene.
3. Summons shall be served as in other actions, except that a copy of the petition shall be served upon the Board together with the summons. Service of summons upon a duly elected officer of the Board or appointed secretary of the Board shall constitute service on the Board.
4. The filing of the petition or the service of summons upon the Board shall not stay enforcement of a decision, but the Board may stay enforcement, or the court may order a stay, after notice to such Board of application therefore and upon such terms as it deems proper.
5. The court may require the party requesting such stay to give bond in such amount and condition as the court may direct, but only in cases involving injury or damage to persons or property.
6. Within fifteen (15) days after service of the petition or within such further time as the court for good cause shown may allow, the School Board or Board of Education shall prepare and transmit to the court a certified transcript of the record, which shall include the rules and regulations of the School Board relied upon by the school district in its determination to suspend, reassign, or expel the student, and the proceedings conducted before it, including the final decision sought to be reversed, vacated, or modified. The School Board need not file any responsive pleading.
7. The review under Neb. Rev. Stat. section 79-291(1) shall be conducted by the court without a jury on the record.
8. The court may affirm the decision of the School Board or Board of Education, remand the case for further proceedings, or reverse or modify the decision if the substantial rights of the petitioner may have been prejudiced because the Board's decision is:
 - a. In violation of constitutional provisions;
 - b. In excess of the statutory authority or jurisdiction of the Board;
 - c. Made upon unlawful procedure;
 - d. Affected by other error of law;
 - e. Unsupported by competent, material, and substantial evidence in view of the entire record as made on review; or,
 - f. Arbitrary or capricious.

NEBRASKA CRIMINAL CODE/NOTICES

1. The principal of a school or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities of the county or city in which the school is located of any act of the student described in Neb. Rev. Stat. section 79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code.
2. The principal, the principal's designees, or any other school employee reporting an alleged violation of the Nebraska Criminal Code shall not be civilly or criminally liable as a result of any report authorized by said provision unless (i) such report was false and the person making such report knew or should have known it was false or (ii) the report was made with negligent disregard for the truth or falsity of the report.
3. When a principal or other school official releases a minor student to a peace officer as defined in Neb. Rev. Stat. section 49-801 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 parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four (24) hours. The peace officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review

any decision not to disclose the place where the minor is being held at any subsequent detention hearing.

COMPLAINTS CONCERNING SCHOOL PERSONNEL OR PROCEDURES

Philosophy: Problem solving works best when the problem is solved at the lowest point possible. **Procedure:** All persons who are employees or students within the school and citizens within the community are encouraged to observe the following procedures when complaints are heard concerning school personnel, procedures, instructional materials, or other issues related to the operation of the school:

1. Listen to the facts presented by the person voicing a complaint.
2. Determine whether or not the complaint has been made to the appropriate employee of the school. If not, assist them in contacting the appropriate school employee.
3. If the person voicing the complaint refuses to contact the employee about, which they are complaining, refer the complainant to an administrator. The administrator will follow these steps:
 - a. Encourage the person voicing the complaint to contact the appropriate employee.
 - b. Administrator will pass the complaint on to the appropriate employee. The employee will contact the person voicing the complaint within several days to resolve the problem.
 - c. Set up meeting of the employee, complainant, and administrator. Administrator will mediate between the two parties.
 - d. If the person voicing the complaint chooses not to meet with the employee through one of the ways previously described, the person voicing the complaint may submit their complaint in writing, signed and dated, to an administrator. The administrator will determine whether or not to proceed with written complaint.

If the person who filed the complaint is not satisfied with the response made to the complaint, except for step 3'D' above, the decision may be appealed. When the original complaint was made to a teacher or coach, appeals should be directed to the principal. When the original complaint was made to the principal, appeals should be directed to the superintendent. When the original complaint was made to the superintendent, appeals should be directed to the board. The board shall constitute the final authority.

STUDENT FEES POLICY

The District authorizes the administration to charge fees to students as provided by the Public Elementary and Secondary Fee Authorization Act (2002). The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. The District will provide free instruction for courses which are required by state law or regulation and will provide the staff, facility, equipment and materials necessary for such instruction, without charge or fee to the students. Students and parents are still required to provide for basic items (such as clothing, shoes, pencils, pens, paper, notebooks, calculators and the like) the student needs to be successful in the classroom. 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.

The District charges a "Student Fee" for students in grades 9 through 12 who participate in activities, programs, and services to students which extend beyond the minimum level of constitutionally required free instruction. The Student Fee is \$30 per student, not to exceed \$60 per family. The Student Fee covers all activities in which that student participates, no matter if they are in one or multiple activities. If a student qualifies for free and reduced lunch program, parents may submit a Student Fee waiver form to the high school principal's office. Once the Student Fee is paid or the student has qualified for the fee waiver, the student will be issued an "Activity Participant" card. This will admit the student free of charge to all home activities, excluding Conference, District and State events.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth its guidelines or procedures for specific categories of student fees. The District does so by setting forth the following guidelines and procedures. 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 specific 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 is specified 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 radiation, or other similar hazards. Building administrators 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.

2. 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 reasonable replacement cost of school property which is placed in the care of and lost by the student. A specific class supply list will be published annually in a Board approved student handbook or supplement. The list may include refundable damage or loss deposits required for use of certain District property.

3. 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 procedure (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 procedure (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

4. 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 grades, 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, mouth pieces, 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.
5. 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.
6. 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.
7. 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 students 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 or students from exercising their right to inspect and review the student's 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.
8. 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.
9. 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.
10. Lunch Programs
Students shall be responsible for items which students purchase from the District's 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 or school activity, whether from a "school store", a vending machine, a booster club or parent group sale, a book order club, or the like.
11. Waiver policy
The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Parents and students eligible for a fee waiver shall complete a Fee Waiver Application Form (attached). Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) 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 material, which are equitable to those purchased by comparable students.
12. Distribution of policy
The Superintendent of 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.
13. 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: (a) participation in extracurricular activities, (b) post-secondary education costs, and (c) summer school or night school.

INTERNET SAFETY POLICY AND COMPUTER ACCEPTABLE USE RULES

The Yutan Public Schools is pleased to offer students of this school district access to the District computer network and equipment, including, but not limited to, the Internet, hereinafter sometimes collectively called the "Network". Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. Use of the Internet provides great educational benefits to students and will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Students and parents should be warned, however, that along with access comes a waiver or relinquishment of rights to privacy or confidentiality and access to some material which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, however, each individual and parents and guardians of minors are responsible for setting and conveying standards that they or their students should follow when using the Network and its media and information resources. They and their students must agree and understand that access waives and relinquishes privacy interests and confidentiality, and may provide access to illegal, defamatory, inaccurate, or potentially offensive information or materials. To that end, each individual, and parents, and guardians or minors must decide whether or not to apply for access. We require that students and parents or guardians read the following Internet Safety Policy and Computer Acceptable Use Rules and accept them by signing and returning the receipt and consent form below.

Internet Safety Policy (Board Policy 10180)

It is the policy of Yutan Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District, to the extent practical, shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking", and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minor's access to materials (visual or non-visual) that are harmful to minors.

An important part of the Internet Safety Policy is the understanding and acceptance of the Computer Acceptable Use Rules set forth below.

Computer Acceptable Use Rules: Terms and conditions for access to the District's computer equipment, Network e-mail and Internet access:

A. Network and Other Computer Use Rules:

1. General Rules:

- (a) The Network is provided to students to conduct research and communicate with others. Access to network services is given to students who have agreed to act in a responsible manner. General school rules for behavior and communications apply. Parental permission is required for student use. Access for all students is a privilege and not a right.
- (b) Students of the District Network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with District rules and will honor the agreements they have signed. Beyond clarification of such rules, the District is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communication of individuals utilizing the network or the end product or result of such utilization.
- (c) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, District services, or in computers, will be private. No reasonable expectations of privacy shall exist in relation to network use.
- (d) Users should not expect, and the District does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (e) The District will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the District's network.

2. Specific Limitations for use of Computers and the Network

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all District administrators, faculty, staff and students. The superintendent, or the superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the District network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators".

- (a) Users shall not trespass in, erase, make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (b) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (c) Users shall not use or try to discover another's account password.
- (d) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (e) Users shall not use the computers for unlawful purposes, such as illegal copying or installation of unauthorized software or otherwise violating copyright laws.
- (f) Users shall not copy, change or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software, or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (h) Users shall not use the computer to annoy or harass others with language, images, or threats.
- (i) Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless or objectionable messages, information, language, images, or potentially dangerous areas.
- (j) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user

violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

- (k) Users shall not tamper with computers, network, printers, or other associated equipment except as directed by the teacher or network administrator.
- (l) Users shall not take home technology equipment (hardware or software) without written permission of the network administrator.
- (m) Users shall not plagiarize computer-based copyrighted materials in reports and assignments are also defined as inappropriate use.
- (n) Users shall not engage in the forgery of or interference with electronic mail messages. This includes impersonation of another person while sending e-mail messages, using a false or anonymous name, gender or identifier, and the reading, deleting, copying or modifying of any other person's electronic mail.
- (o) Users shall not use computers or computer networks to commit, facilitate, encourage or promote the unauthorized or fraudulent use of a credit card.
- (p) Users will not have access to Chat Rooms.

This list is not all-inclusive and any inappropriate behavior will not be permitted.

3. Etiquette and Rules for Use of Computers and the Network/Internet

All users of computers and the Network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet, and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (a) Be polite; Do not become abusive in your messages to others.
- (b) Use appropriate language; do not swear, use vulgarities or any other inappropriate language, message, information images.
- (c) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues without the permission of the supervising teacher or administrator.
- (d) All communications and information accessible via the network should be assumed to be private property of others.
- (e) The network administrators or teachers may establish other rules, from time to time.

4. Penalties of Violation of Rules

All of the policies, rules, and procedures for acceptable use of computers and network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the Network so that more time can be spent on education and enhancing services.

Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures, concerning the use of computers and the Network, may result in disciplinary action, up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

5. Students and Parent Agreements

In order for individuals to use the Network and school owned technology resources, students and parents will need to sign and return to the District the "Student & Parent Handbook Acknowledgement of Receipt" page below. The signing of this form indicates that the individual signing the form is familiar with the rules, regulations, and procedures governing the use of school owned technology. The signing of this form also indicates the signer's willingness to follow these rules, regulations and procedures.

WEB PAGES AND POSTINGS: Internet postings by students (i.e., Facebook, Twitter, and other Social Media) are public. Parents and students should exercise caution in what students are posting on their web pages. Inappropriate postings can lead to disciplinary action at school, problems with getting college scholarships, in getting a job, and may cause legal troubles such as defamation and criminal charges.

APPLICATION FOR STUDENT FEE WAIVER

NOTE: Parents or students who qualify for free or reduced lunches shall complete this fee waiver form. Applications for fee waivers may be made at any time; but must be renewed each school year. Yutan Public Schools will treat this application and the application process as any other student record and student confidentiality and access provisions will be followed. Denials of this waiver may be appealed to the Superintendent. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Please complete the following form:

Date _____ School Year _____

Name of Parent, Guardian or Legal Custodial Parent: _____

Mailing Address: _____

Contact Number _____

Name of Student _____ Grade & School _____

Name of Student _____ Grade & School _____

Name of Student _____ Grade & School _____

Name of Student _____ Grade & School _____

Name of Student _____ Grade & School _____

Name of Student _____ Grade & School _____

Name of Student _____ Grade & School _____

Signature of Parent, Guardian or Legal Custodial Parent: _____

• Your signature is required for release of information regarding the student or the student’s family financial eligibility for the U.S. Department of Agriculture Child Nutrition Program.

Office use:

Does the student or the student’s family meet the financial eligibility criteria to qualify for free or reduced price meals offered under the Child Nutrition Program?

_____ Yes _____ No

Application has been accepted: _____

Application has been denied: _____

Date: _____

Comments:

**YUTAN PUBLIC SCHOOLS
MEDICATION PERMISSION FORM
2017 - 2018**

_____ Date

I, _____ GIVE MY PERMISSION TO HAVE THE
(PARENT/GUARDIAN)

FOLLOWING MEDICATION GIVEN TO: _____
(STUDENT'S NAME)

IT IS TO BE TAKEN AS DIRECTED: _____

ON THE FOLLOWING DATE(S): _____

THE NAME OF THE MEDICATION IS: _____
(Medication should be in original container)

IT (HAS) OR (HAS NOT) BEEN PRESCRIBED BY A DOCTOR.

IF ANY QUESTIONS, I MAY BE REACHED AT: _____

Signature of Parent

As a reminder, all medication should be in the original bottle with the student's name and directions on the outside. We cannot give medication without it being accompanied by a permission form.

The school does not provide any medication, including Ibuprofen, aspirin, etc. for students.

When a student is to take medication during school hours it is the parent or guardian's responsibility to make arrangements with the principal's office.

1. Parents who come to administer medication to a student must go to the principal's office and ask that the student be called to the office.
2. If the school is to administer medication the following procedure is to be used:
 - a. Pick up a medication form and have parent sign it.
 - b. Take medication to the office upon arriving at school.
 - c. The following should be provided: written orders, name of medication, dosage, time interval, and reason for medication.
 - d. Medication should be properly labeled.
 - e. It is the student's responsibility to come to the office at necessary time to take medication.

STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT AND CONSENT FORM

2017-2018

Attention: Students and Parents or Guardians

This form is to confirm that you as a student and your parent or guardian have received a copy of the 2016-2017 Yutan Jr.-Sr. High School Parent/Student Handbook.

1. This receipt shall serve to demonstrate that you, as a student attending the Yutan School, District No. 9 and your parent or guardian have received notice of the standards of conduct of this District. Exacted of students, concerning social behaviors, academic expectations and the absolute prohibition against the unlawful possession, use or distribution of illicit drugs, alcohol and weapons on school premises or as a part of any of the schools' activities as described in Board Policy or administrative regulation. This notice is being provided to you pursuant to P. L. 101-226 and 34 C.F.R. Part 86, both federal financial assistances. Your signature on the Student & Parent Handbook receipt notice, acknowledges that, you and your child/children, who are students attending this District, fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, on school premises; or as a part of the school's activities, as herein, above described, is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.
2. The parent or guardian's signature on this form includes giving permission for your son or daughter to travel on school transportation to participate in all school related activities.
3. That the student and parent have read the Internet Safety Policy and Computer Acceptable Use Rules (pages 26-28) and agree the student shall abide by the District guidelines and conditions for the use of the Network facilities of the District. The student understands that any violation of the District rules and guidelines is unethical and may constitute a criminal offense. Should a person commit any violation, their access privileges can be revoked. School disciplinary action and/or appropriate legal action will be taken.

By signing this form, the student(s) & parents agree not to hold the Yutan Public Schools, any of its employees, or any institution providing Network access to Yutan Public Schools responsible for the performance of the system or the content of any material accessed through it.

Please sign and return this form to the principal's office on or before August 19, 2016. If there is more than one student per family attending this school, all may sign this form. Until students return this form they will be denied computer privileges and pass privileges in the school.

Sincerely,

Tim McNamara

Tim McNamara, Principal
Yutan Jr.-Sr. High School

(**Only need 1 signature per student**) More than one student may be put on this form

1. _____
Student (1) Signature

2. _____
Student (2) Signature

3. _____
Student (3) Signature

4. _____
Student (4) Signature

Parent or Guardian Signature

Date

CONSENT TO TEST FORM

I understand fully that my performance, as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Yutan Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Yutan Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

I plan to participate in one or more of the following school sponsored competitive extracurricular activities:

_____ I am volunteering to be placed in the testing pool.

<hr style="border: none; border-top: 1px solid black;"/> Student Name (print)	<hr style="border: none; border-top: 1px solid black;"/> Parent or Guardian Name (print)
<hr style="border: none; border-top: 1px solid black;"/> Student Signature	<hr style="border: none; border-top: 1px solid black;"/> Parent or Guardian Signature
<hr style="border: none; border-top: 1px solid black;"/> Date	<hr style="border: none; border-top: 1px solid black;"/> Date