

Article 1 – Mission and Goals

Section 1 School Mission Statement

The mission of the Emerson-Hubbard Community School is to empower students to apply their skills and knowledge to become productive and contributing citizens.

Section 2 Statements of Belief

- Learning is a lifelong process.
- Academic excellence is fostered by high expectations and standards.
- Education is a priority and is a shared responsibility among family, school, and community.
- The school provides a diverse and comprehensive curriculum designed to meet current and future needs.
- School improvement requires assessment, goal setting, strategic planning, and teamwork among school personnel within a positive school climate.

Section 3 Statement of Philosophy

The Emerson-Hubbard school district is dedicated to the philosophy of emphasizing academic achievements for life-long learning. Studies show the majority of careers that students will hold in the next quarter century have not yet been created. The Emerson-Hubbard board of education, administration, and staff accept the responsibility for providing a foundation of balanced curricular choices. These choices focus on academic skills and physical, mental, social, and behavioral growth in order to prepare students to be viable, mature, and contributing members of society.

Section 4 Statement of Purpose

The Emerson-Hubbard school district exists for the purpose of providing educational, social, and cultural opportunities designed to instill a desire for life-long learning. The school provides the nurturing environment necessary to foster growth of knowledge, promote creative independent thinking, and develop character and a positive approach to life.

Section 5 Statement of Objectives

1. To continue surpassing the national graduation rate goal or 90%.
2. To graduate students who are:
 - ...competent in basic skills
 - ...life-long learners and readers
 - ...responsible citizens
 - ...self-motivated and goal-oriented
 - ...cooperative and contributing members of a global society
 - ...prepared to further their education or enter the work force
 - ...creative, analytical, and independent thinkers
 - ...respectful of self and individual differences of others
 - ...effective communicators
 - ...adaptable to change
 - ...appreciative of multicultural activities
 - ...responsible for their own actions
 - ...actively concerned about the environment
 - ...actively involved in a healthy lifestyle and leisure activities
3. To provide a positive school environment conducive to learning and employee satisfaction.
4. To give recognition to students' individual ideas and values and to promote self-worth.
5. To provide a relevant curriculum and instructional program which allows students to progress in accordance with individual growth and development.
6. To provide opportunities to develop skills toward advanced technology.
7. To provide activities that are an extension of academic growth.
8. To retain qualified school personnel by encouraging educational growth through staff development.
9. To encourage interchange of thought and opinions among board members, administration, staff, students, and patrons in order to promote new ideas, new methods, and to foster acceptance of innovation.

Section 6 Mutual Respect

The Emerson-Hubbard Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 7 Multicultural Policy

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

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

To promote and support multicultural education within Emerson-Hubbard Community Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Section 8 Complaint Procedures

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

1. Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.
- Written appeal should be made within five (5) days of the superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

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

Section 9 Emerson-Hubbard Academic Code of Honor

Academic Code of Honor

The students of the Emerson-Hubbard Community Schools are taught both by word and deed to uphold the basic beliefs of education. This includes a belief that students will demonstrate:

Honesty: To act and communicate the truth.

Integrity: To act according to a sense of what's right and wrong.

Respect: To demonstrate sensitivity to the ideas and needs of self and others.

Effort: To do your best in academics and school activities.

In the Emerson-Hubbard Community Schools each student carries out his or her responsibilities carefully and with integrity, never claiming credit for someone else's work and being willing to acknowledge wrongdoing.

Each person is responsible to him/herself with a sense of duty to fulfill willingly the tasks he or she has accepted or been assigned.

Self-discipline is exercised in relationships with others, in the way students speak to one another, and in the acceptance of academic responsibility.

As a student in the Emerson-Hubbard Community Schools, I recognize that I must uphold the basic beliefs of honesty, integrity, respect, and effort.

I also recognize that I am accountable for my actions; therefore, if I falter in my efforts to uphold the Emerson-Hubbard

Code of Honor, I will accept the consequences.

Recognizing that I will learn from my mistakes and grow stronger from them, I will move positively forward in my efforts to uphold the **Code of Honor**.

Section 10 Emerson-Hubbard Community Schools' Rights and Responsibilities

In order to achieve the educational objectives established for our students, the following guidelines have been adopted.

STUDENT RIGHTS

- to learn in a safe and undisturbed environment.
- to have freedom from physical, verbal, or other kinds of harassment.
- to have access to educational programs which will prepare them to become well-adjusted, productive members of society.
- to be treated with respect and courtesy.
- to be given instruction designed to maximize individual talents and interests.

TEACHER RIGHTS

- to expect reasonable student behavior in all curricular and co-curricular programs.
- to exclude students from class who impede the educational-opportunities of other students.
- to expect all students to come to class prepared for educational activities.
- to expect students to complete assignments in a timely fashion.
- to expect students to attend classes unless legitimate cause for absence exists.

PARENT RIGHTS

- to expect that classes are conducted in an orderly fashion.
- to expect that the students are provided with a meaningful educational program.
- to receive school communications in a timely fashion.
- to be treated with respect and courtesy.
- to be given the opportunity to confer with the administration and instructional staff.

STUDENT RESPONSIBILITIES

- to promote and develop self-discipline by following the student behavior guidelines established for EHHS.
- to attend classes regularly and punctually.
- to respect the rights of others--peers and staff.
- to respect school and others personal property and equipment.
- to be prepared to work and take an active part in your classes.
- to seek assistance from teachers and other resource persons when experiencing difficulty in classes.

Article 2 - School Day/Student Information

Section 1 OPTION ENROLLMENT INFORMATION

The Legislature has established the enrollment option program to enable any kindergarten through twelfth grade student to attend a school in a Nebraska public school district in which the student does not reside, subject to the limitations prescribed in Section 79 - 238 R.R.S.

For a student to attend school in an option school district, the student's parent or legal guardian shall submit an application to the school board of the option school district. This application must be made **on or prior to March 15th** for the student to attend school in the option district for the next school year. With this deadline being met the application is automatically accepted by both the option school district and the resident school district and the student will attend school in the option district starting with the next school year.

Section 2 MS/HS Daily Schedule			
Period 1	8:15 a.m.	9:03 a.m.	(48 min)
Period 2	9:05 a.m.	9:53 a.m.	(48 min)
Period 3	9:55 a.m.	10:43 a.m.	(48 min)
Period 4	10:45 a.m.	11:33 a.m.	(48 min)
1 st Lunch	11:33 a.m.	12:03 p.m.	(30 min)
Period 5	12:05 p.m.	12:53 p.m.	(48 min)
2 nd Lunch	12:23 p.m.	12:53 p.m.	(30 min)
Period 5	11:35 a.m.	12:23 p.m.	(48 min)
Advisory	12:55 p.m.	1:11 p.m.	(16 min)
Period 6	1:13 p.m.	2:01 p.m.	(48 min)
Period 7	2:03 p.m.	2:51 p.m.	(48 min)
Period 8	2:53 p.m.	3:41 p.m.	(48 min)

Section 3 Severe Weather and School Cancellations

The superintendent of schools is authorized by the Board of Education to close the public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning. In any case, an announcement will be made to the news media when schools will be closed. School closings will be broadcast over the Sioux City KTIV television station and sent out over our electronic alert system. Please do not call the school or school officials to learn whether there will be school. In some instances, schools will be open but certain services may be canceled (bus transportation, student activities).

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

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Parents have the right to make personal decisions regarding severe weather and the safety of their children. If parents make the decision to have their children home due to weather conditions, they should contact the school for a regular absence. Parents may pick up their children in inclement weather at any time during the school day. However, students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

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

Section 4 Closed Campus

All students are required to remain on campus during the school day.

Section 5 School Dances

Attendance at high school dances will be for Emerson-Hubbard students; 6th, 7th and 8th grades must have special permission to attend a dance. Emerson-Hubbard High School students may bring a guest to their dances, with the approval of the sponsor, as long as the guests conduct themselves in an orderly manner. All guests of the students must be registered during the days preceding the day of the dance or party with the activity sponsor. Only one guest per student will be accepted and must be approved. Nobody aged 21 or older will be allowed to attend Emerson-Hubbard dances and parties. Exception: Faculty members and their spouses, supervisors and sponsors. Any students arriving at a dance or school function after a time set by the sponsor will not be permitted to enter. All students leaving without permission before the dance or school function is over will not be allowed to return.

JUNIOR-SENIOR PROM

The juniors entertain the seniors, sponsors, administration, high school teachers and their spouses at a banquet held in the spring of the year. The banquet site will be left to the discrimination of the Junior Class. Students attending prom must be in grades 9-12 or under the age of 21 years. The banquet and prom will end no later than 12:00 midnight and this time also terminates the school's sponsorship. If there are additional activities after this hour, the sponsoring must come from the parents or another organization outside the school.

Section 6 Hall Passes/Planner

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their planner.

Section 7 Fire Drills / Tornado Drills

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when signals are given, everyone promptly clears the building (fire) or goes to the basement (tornado) by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Section 8 Driving and Parking

All student cars must be parked in the parking spaces west of the school. There will be no student parking along the sidewalk on the north or south edge of the building. Drivers must not block in others with their cars. All cars should be properly parked. All students' cars are to be parked in the morning and remain parked until school is dismissed. Students are not allowed to be in the parking lot at any time during the school day. Permission may be granted by the principal if there is sufficient reason to move the car during the day.

Section 9 Pictures

Individual pictures will be taken in the fall and spring at the elementary. Individual pictures will be taken in the fall at the MS/HS. There is no obligation to purchase the pictures. Retakes are available.

Section 10 Vending Machine

The vending machine is available daily for students to use responsibly. Failure to do so will result in the machine being made unavailable.

Section 11 Admission Fees/Athletic Season Tickets

Admission to all home athletic contests and Lewis and Clark Conference competitions is \$5.00 for adults and free admission for all PK-12th grade Emerson-Hubbard students.

Athletic season tickets are available to all community adults. This ticket provides a reduced admission for the overall cost of attending all Tri County Northeast Wolfpack/Emerson-Hubbard Pirate athletic competitions. The tickets are only good for home competitions and may be purchased at the High School, Elementary School or Superintendent's Office. The following is the cost of the tickets:

2025-2026 Pass Cost
ADULT PASS - \$50.00

GOLDEN AGE PASS (AGE 65+) - **FREE**
COUPLES PASS - **\$100**
FAMILY PASS - **\$240**

Article 3 - Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the school building, to sign in. Parents are welcome at all times, with prior administrative approval. Please use the main entrance and sign in/out at the office upon entering/exiting the school.

Section 2 Smoke-Free Environment

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

Section 3 Care of School Property

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

Section 4 Lockers

All students shall receive a locker to use for the entire school year. Students are encouraged to keep lockers locked and are fully responsible for personal property and school materials assigned to them. Students need to be reminded that their responsibility is to keep lockers neat and orderly. The school cannot be responsible for lost/stolen items. Although students may personalize their locker on the inside with pictures and other miscellaneous items, students are reminded that no pictures or advertisements of drugs, alcohol, tobacco, pornographic, or objectionable material are allowed. Students also need to keep in mind that they are ultimately responsible for cleaning their lockers at the end of the school year.

Section 5 Search and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

4. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

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

Section 7 Use of School Phones, Cell Phones and Other Electronic Devices

Use of the office phone will only be allowed in an emergency or when a student is ill **or at the discretion of office staff or administration**. Use of the phone is not an excuse to be tardy to class. Cell phones and other electronic devices are not to be used during the class periods. Students and Parents/Guardians will sign the receipt of acknowledgement in the handbook indicating their understanding of this rule ~~since~~ **because** phones going off or being used during the day are disruptive to the educational process.

Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding Page 7 the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to: cell phones, smart watches, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that: (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by

permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or, (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, and passing period, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use. (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation). (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g. A student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition). (5) Students ineligible or on probation ~~must turn their phones in the office at the beginning of the school day while they remain on the list~~ **are not allowed to use their phone at lunch or during passing period.** If an ineligible/probation student is caught with a phone, they move directly to step 3 for consequences. (6) Failure to comply with a request from staff or administration to surrender a cell phone or electronic device will result in immediate implementation of third offense violation consequences.

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. **(i) In a designated restroom or locker room area.** Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school. (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation:

- Electronic device is taken to the office for the rest of the day.
- The student receives ~~one full day of~~ In-School Suspension (ISS) **for the remainder of the school day.**

(ii) Second Violation:

- ~~All consequences of the 1st offense.~~ **Electronic device is taken to the office for the remainder of the day.**

- **The student receives one full day of In-School Suspension (ISS)**

- The student must turn the electronic device into the office for ~~one week~~ **five school days.**

(iii) Third Violation:

- All consequences of the 2nd offense.
- A meeting with the student, their parents, and the administration to retrieve the electronic device.
- The student must turn their ~~phone~~ **electronic device** into the office for 30 days

(iiii) Fourth Violation:

- All consequences of the 3rd offense.
- No ~~phone~~ **electronic device** privileges for the rest of the academic year.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed: (i) Students found in possession of a “sexting” message shall be subject to discipline. (ii) Students who send or encourage another to send a “sexting” message shall be subject to discipline. (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices.

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

Section 8 Student Valuables

Students, not the school, are responsible for personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money/valuables with staff members or in the school office for temporary safekeeping. Even then, the school is not in a position to guarantee that the student’s property will not be subject to loss, theft, or damage.

Section 9 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. At the end of the semester, lost and found items will be donated or discarded.

Section 10 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the teacher in charge, who will then report it to the principal and any other necessary authorities. Proper medical referrals will be made when necessary.

Injury records will be maintained for all school related student injuries requiring medical attention. A complete medical report must be recorded, dated, signed, and filed in the principal's office.

Section 11 Laboratory Safety Glasses

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

Section 12 Insurance

Under Nebraska Law the District may not use school funds to provide general student accident or athletic insurance. The District recommends that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or

carrier. All students have the opportunity to enroll in an accident insurance plan. This is a voluntary plan, the premium of which must be borne by the insured. A copy of the benefits and a schedule of payments will be sent home with each student early in the school year.

Section 13 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by office personnel.

Section 14 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research," is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

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

Article 4 – Attendance

Section 1 Attendance Policy

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

Section 2 Attendance

Parents are requested to call the school office (HS 695-2636 or 695-2637) (Elem 695-2654 or 695-2655) between 7:45 a.m. and 9:30 a.m. to report the absence of their son or daughter. If no notification is received by 9:30 a.m. office personnel will attempt to contact the parents/guardians. Upon returning to school, the student must present a note written and signed by a parent/guardian specifying the reason for the absence. Failure to do so may result in the absence being counted as an unexcused absence (willful truancy).

Section 3 Absences

All absences of one or more class periods are reported to and recorded in the Principal's office. An absence "count" will start upon the student's first day of enrollment in school.

Absences are not classified as excused or unexcused, exclusive of truancy. This should not be construed as students having "personal leave" days. No such thing exists. Absences for reasons other than illness, medical, legal appointments, or funerals can be designated as unexcused. Students who have appointments during the school day

are expected to be present either before and/or after the scheduled appointment, if time allows. Students are encouraged to conduct personal business errands outside of school hours. This includes but is not limited to absences for shopping, work, hair appointments, baby-sitting, senior pictures, and other personal issues that can be responded to outside of the regular school day. Students who are truant may receive zeros in each course missed for daily work, quizzes, or tests, and disciplinary action may be taken. The secondary principal will determine if absences are excused or unexcused.

When students and parents/guardians can foresee an absence they are required to arrange with the Principal or designee for make-up work in advance. Students are asked to bring a note from a parent/guardian at least two (2) days before the absence(s). The office will then issue a make-up slip. Most assignments should be completed prior to an absence. However, this may not always be possible, and teachers will instruct students in terms of when work will need to be made up. When an absence is not foreseen, make-up work may be arranged when the student returns to school. Absences due to participation in school-sponsored activities are not considered part of the Attendance Policy restrictions as long as they are prearranged and cleared by each classroom teacher. Seniors planning college visits must make prior arrangements with the counselor if the absence is to be permitted. No more than two (2) days are allowed for this purpose. Failure to make prior arrangements through the counselor will result in the absence being counted as willful truancy.

No matter the length of the school day or class period a student is expected to attend. If he/she does not, it will be considered an absence

Section 4 Secondary Attendance Policy Procedures

Advisory letters will be mailed to the parents when their son/daughter has accrued five (5) absences from any class during a semester. The Superintendent or his/her designee shall see that services including, but not limited to, the following may be provided the student based on the Superintendent or his/her designee's determination as the most appropriate course of action.

- a) Communication with the Secondary Principal and the student's parent or guardian and the student to attempt to resolve the attendance problem.
- b) Educational counseling to determine whether reassignment to an alternative educational program that meets the educational and behavioral needs of the student would resolve the attendance problem.
- c) Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem. This may include recommendations for student or family counseling and referrals to appropriate service agencies, which may support efforts to resolve the attendance problem.

A maximum of nine (9) absences will be allowed in any one class per semester without directly affecting a student's credit for the class. After nine (9) absences have been recorded for any class for a semester a letter will be sent notifying parents that one more absence could cost credit, exclusive of school sponsored absences. Professional appointments (i.e., doctor, dentist, lawyer, etc.) funeral, court, counseling, or doctor verified illness, will be exempted (not counted in the student's total) upon written verification. The administration and board of education reserve the right to ask for a medical opinion for prolonged illness or chronic illness.

Once the student has ten (10) absences, the student will be placed on a no credit status for that class. The parent will be notified by certified mail when the student records his/her tenth (10th) absence in a semester in any class. Students on non-credit status will continue to attend and participate in class in case credit is reinstated and in order not to jeopardize their standing in other classes.

The Superintendent or his/her designee shall see that services including, but not limited to, the following may be provided the student based on the superintendent or his/her designee's determination as the most appropriate course of action.

- a) A hearing with the Attendance Committee, the secondary principal, student, and student's parent or guardian to

determine if zeros will be assigned for that class or classes for the semester and to attempt to resolve the attendance problem.

b) Educational counseling to determine whether reassignment to an alternative educational program that meets the educational and behavioral needs of the student would resolve the attendance problem.

c) Filing of a report with the county attorney to determine if a violation of Nebraska Statute 79-209 Compulsory Attendance has occurred. If the county attorney requests or requires any other reporting forms, the Superintendent or his/her designee shall complete such forms for reporting excessive absenteeism or habitual truancy as described by this policy and as defined by state statute.

Students who have received this notification may petition the Attendance Committee to request an exemption from losing credits for the semester. Hearing procedures and hearing request forms to request an exemption will be provided in the tenth (10th) absence mailing. The Attendance Committee will consist of the High School Guidance Counselor, and two (2) high school faculty members, who have been assigned by the High School Principal at the beginning of the year.

The appeal process is as follows:

1. When a student has accrued ten (10) absences during a semester in a class or classes, his/her parents/guardians will be notified by certified mail. Enclosed in the mailing will be a copy of the student's attendance record, a copy of the attendance policy, and a hearing request form.

2. The parents/guardians may request a hearing with the Attendance Committee. This request must be made in writing on the hearing request form within five (5) school days following written notification by the school. The principal will then schedule an appeal hearing within seven (7) school days following receipt of the letter requesting a hearing.

3. The hearing will be held in the Emerson-Hubbard High School Conference Room with the parents/guardians, student and Attendance Committee present. All information relative to the student's attendance record will be presented at that time. All proceedings will be tape-recorded for use at any applicable subsequent appeal hearings.

4. Following committee deliberations, the parents/guardians and student will be informed of the Attendance Committee decision.

5. If the parents/guardians are not in agreement with the decision of the Attendance Committee, they may appeal to the Superintendent of the Emerson-Hubbard Community Schools. The request for an appeal must be in writing and submitted within five (5) school days following notification of the Attendance Committee's decision. The Superintendent will investigate the Attendance Committee's decision and will notify the parents/guardians within seven (7) days of his/her decision.

6. If the parents/guardians are not in agreement with the Superintendent's decision, they may appeal to the Emerson-Hubbard Board of Education within (5) school days after the Superintendent has notified the parents/guardians of his decision. The Board of Education will render their decision within seven (7) school days following receipt of the appeal letter.

7. The student will be allowed to attend and participate in all classes until the appeal process has been exhausted or not pursued by the parents/guardians.

8. If the original decision of the Attendance Committee is overturned by the Superintendent of Schools or the Board of Education, the student will continue to receive an opportunity to earn credit in all affected classes.

Reporting Excessive Absenteeism to the County Attorney.

a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.

b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Reporting to the Commissioner.

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Section 5 Tardies

In order to receive the full educational benefits of school, students need to arrive on time to school as well as to each class. If a student arrives late to school, he/she must report to the office to sign in and receive a pass to class. If a student is tardy to class, first-eighth periods, he/she is to obtain a pass from the teacher of the class they are tardy from. If a student is tardy to class, the teacher will notify the office through the attendance program.

Upon receiving a third tardy during any period, the student shall be notified that he/she has accumulated three tardies and detention assigned by faculty. Continual tardiness to school may also result in other consequences such as in-school suspension, out-of-school suspension, or before/after school detention at the discretion of the principal.

Section 6 Leaving School

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

Section 7 Attendance is Required to Participate in Activities

District Policy 6.18-2 states "in order to be eligible for any student activity at Emerson-Hubbard Community Schools, the participant must be in attendance by 10:00 a.m. on the day of the activity. This includes sports contests, fine arts activities, practices, school dances, etc. The building principal retains the right to grant participation should exceptional circumstances prevail.

Section 8 Make-up Work

Upon returning to school after an excused absence or a short-term suspension, it is the student's responsibility to obtain an admit/make-up slip from the office and then contact his/her teachers for assignments missed during the absence. Each student will normally be allowed two days to make up work for every one day missed. However, if an

assignment had been given, for example, several weeks earlier, a teacher may retain the due date. Teachers will let students know the make-up work needed and sign off on their makeup forms.

Article 5 - Scholastic Achievements

Section 1 Grades

The grade a student receives in a course shall reflect his/her progress throughout the semester. Only by having a passing grade at the end of the semester, shall a student receive credit for that course. In the 6th – 12th grades, the students will be given a semester grade; the grade will run continuously from the start of the year, through the semester.

Section 2 Grading System

Emerson-Hubbard Community Schools will use the grading system as follows:

6th – 12th Grades Kindergarten – 5th Grades

94 - 100...A	4 - Mastery
86 - 93.....B	3 - Proficient
78 - 85.....C	2 - Developing
70 - 77.....D	1 - Novice
0 - 69.....F	

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

Section 3 Academic Integrity

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

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

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

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

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Section 4 Graduation Requirements

All Emerson-Hubbard Community High School students intending to graduate will have met the following requirements:

- 1. Passed the two hundred forty credit hours required by the Board of Education.
- 2. Passed all the required courses including:
 - English (40 credit hours)
 - Social Studies (35 credit hours)
 - Mathematics (30 credit hours)

Science (30 credit hours)
Physical Education (10 credit hours)
Speech (5 credit hours)
Computer Applications (5 credit hours)
Fine Arts (10 credit hours)
Electives (75 credit hours)

Students between 8th and 12th grade must complete one of the following:

- A. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - B. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body... followed by completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - C. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by on the following holiday's: George Washington's Birthday, Abraham Lincoln's Birthday, Dr. Martin Luther King, Jr.'s Birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day.
3. Only academic grades will be used in computing grade point averages for rank in class. Physical Education, Vocal Music, Band, and Art are not considered academic.
 4. ***Any student requesting early graduation must have the approval of the parent/guardian, high school principal, guidance counselor and Board of Education.***
 5. Any exceptions to the preceding rules will be acted on individually by the Board of Education.
 6. Students must have met the attendance requirements of the Board of Education.

Section 5 Graduation Ceremony Participation Policy

Seniors at Emerson-Hubbard High School will be allowed to participate in graduation ceremonies if they fulfill the following requirements satisfactorily:

1. Complete the number of credit hours and classes required by the Board of Education District 61R for a diploma in a regular or special education program.
2. Be regular in attendance as required by existing Board Policy.
3. Fulfill all financial obligations to the Emerson-Hubbard Community Schools.
4. Receive the recommendation of the high school principal and appropriate high school staff members.
5. ***Any student requesting early graduation must have the approval of the parent/guardian, high school principal, guidance counselor and Board of Education.***

Failure to comply with the above stipulations will disqualify a student from participation in graduation ceremonies. Notification and appeal procedures will follow the guidelines established by LB 503.

Section 6 Middle School, Summer School

Middle School Summer School is recommended for students in grades 6th-8th who fail a core class during the school year. An average of the 1st and 2nd semester grades will be used to determine whether a student is recommended to

attend the summer school session. The core classes include social studies, science, math and English. All expectations and guidelines will be set by the school.

Section 7 Promotion/Retention

The professional staff at Emerson-Hubbard Community Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

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Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 8 Schedule Changes

Students needing schedule changes should notify the principal. Schedule changes must be initiated by the teachers involved, the principal or guidance counselor, and students' parents. The Principal will make final approval of all schedule changes only.

Section 9 Report Cards

In grades K – 5, Report cards are issued at the end of the 1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester. In grades 6 – 12, Report cards are issued at the end of the 1st Semester and 2nd Semester. In-completes shall be designated by an "INC". Students have two weeks after the end of the 1st Semester to make up incomplete work. Failure to do so will cause the grade to change to an "F" (No Credit). No in-completes will be given at the end of the 2nd Semester, as all course work must be completed by the end of the 2nd Semester.

Section 10 Parent-Teacher Conferences

Regular Parent-Teacher Conferences are held twice a year, one each semester (see calendar). Special conferences may be arranged by calling the school or by sending a note to the school.

Section 11 Honor Roll

Each semester, if the student's average is 94% or better (with no grade below a 90%) they qualify for the high honor roll. Students scoring 90% to 93% (with no grade below an 86%) receive honor roll.

Section 12 Scholarships

Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the guidance office on individual scholarship amounts and necessary qualifications.

Section 13 National Honor Society

The National Honor Society chapter of Emerson-Hubbard High School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS. Students are selected for membership by Faculty Council as per the NHS Constitution. This honor is bestowed to qualified students at our spring Awards Banquet.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 87% or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records may be reviewed; second, members of the faculty are solicited for input regarding their professional reflection of a

candidate's activities, character, and leadership. These forms are carefully reviewed to determine membership. The top scores in each class may be admitted to the organization.

A formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, all members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held before school throughout the school year, and participation in any and all projects NHS may participate in during the school year.

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

Removal from National Honor Society

A student may be removed from the NHS by action of the Faculty Council upon a determination that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Faculty Council's decision to the superintendent by giving written notice of appeal to the superintendent within ten calendar days of the decision. The appeal procedures shall be established at the discretion of the superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the superintendent on the appeal shall be final.

Section 14 Field Trips & Academics (Secondary only)

Students on the ineligibility list may not be allowed to attend field trips if it is determined that it is in the best interest of the student to stay in school in order to catch up on school work.

Article 6 - Support Services

Section 1 Special Education

Special Education provides the support services necessary for evaluation, placement, and instruction for students with disabilities as identified according to NDE Rule 51.6.01. Services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

Curriculum is based on the child's Individual Education Plan (I.E.P.), which is updated and reviewed annually. Students with identified disabilities are reevaluated at least every three (3) years by the IEP team. The school district shall obtain parental consent prior to conducting any initial evaluation to identify a disability or reevaluation of a student with a disability.

Section 2 Guidance Services

The Emerson-Hubbard Community Schools has a guidance counselor available for students. The counselor is willing to visit with students concerning social and emotional needs, academic concerns, college and scholarship questions, and many other areas.

Section 3 Health Services

All children are given a physical check-up at the beginning of each school year, which involves checking vision, teeth, throat, height, and weight. If necessary, the school nurse will contact parents/guardians regarding possible concerns. The nurse checks immunization records each year. Parents/guardians of any child needing a booster will be notified.

PHYSICAL EXAMINATIONS

- Each student entering:
1. Kindergarten
 2. Seventh Grade
 3. From Another State Regardless of Grade Level

A student must provide written evidence signed by a qualified physician that the student has had a physical examination within six months prior to the opening of school. A physical examination is not required of any child whose parent or guardian objects in writing. The cost of the required physical examination shall be borne by the parent or guardian of each child.

IMPORTANT! No student in any of the above groups (kindergarten, grade seven, and any student new to the district from another state) will be permitted to enroll in school unless the school is provided with (1) evidence of a physical examination within the past six months, (2) an eye examination or (3) a parent signed waiver. The above requirements are established by Nebraska State School Law 79-444 as enacted by the legislature of the State of Nebraska.

IMMUNIZATIONS

All students, Kindergarten through grade twelve (12) must be immunized and provide the school with the appropriate immunization records to document protection against:

- 1) Measles, Mumps, Rubella
- 2) Poliomyelitis
- 3) Diphtheria, Tetanus, Pertussis (whooping cough)
- 4) Hepatitis B
- 5) Chicken Pox (Varicella)

All Nebraska students in grades K-12 are required by law to have 2 doses of varicella (chicken pox) vaccine **OR** written proof of having had the chicken pox disease.

Schools are required to have an adequate immunization history, which includes a written record listing at least the month and year of each required immunization. Immunization records may be obtained from your family physician or the Dakota County Health Department Monthly Clinic. Immunization records shall not be required for a student's enrollment in any school in this state if he or she submits a State of Nebraska Department of Health Form "Refusal of Immunization of Student for Religious Reasons."

ACCORDING TO STATE LAW ANY STUDENT WHO DOES NOT COMPLY WITH THE STATE IMMUNIZATION AND PHYSICAL EXAMINATION REQUIREMENTS SHALL NOT BE PERMITTED TO ENTER OR CONTINUE IN SCHOOL

ASTHMA ATTACK OR ALLERGIC REACTION

Our school is prepared to implement an emergency treatment plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). This protocol is in effect in each school building only while school is in session.

Emergency Protocol Regulations

The administration adopts the Emergency protocol set forth in Nebraska Department of Education Regulation Rule 59, Appendix A, as such protocol may be amended from time to time.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. The administration shall designate employees to be responsible for implementing the Emergency Protocol and will provide training to such designated employees.

For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol

at such non-mandatory times or places shall be made at the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

-Adopted Source:

Title 92, Nebraska Administrative Code, Chapter 59

ILLNESS - COMMUNICABLE DISEASES

Keep your child at home and consider calling the doctor if he/she has: nausea, sore throat, diarrhea, skin rash, enlarged glands, earache, inflamed eye, discharging ear, extreme paleness, coughing. If your child is absent because of illness he/she should bring a note of explanation from home to the office the day he/she returns to school. Ill or injured children are not usually kept at school. The parents are contacted when this occurs so that they may come and take the child home.

First aid is administered to students in the classroom, the office, or by the school nurse. The emergency card, which we have on file for each student, helps us to locate the parents or someone listed on the card in case we cannot locate the parents. In case of an emergency the rescue unit will take the student to the hospital if a parent/guardian cannot be reached. New emergency cards will be completed this year to update our records.

HEAD LICE / NO NIT POLICY

In the event that a student is found to have live lice or nits, the school will immediately notify the parent(s) of that student. In order to maintain confidentiality and to maintain focus on education, the student will remain in class throughout the day. The student who was found to have live lice will be required to be treated with lice killing shampoo. The student can return to school the following day by furnishing either the store receipt or the empty box of lice-killing shampoo to provide proof of treatment. The student will be checked to ensure that all live lice are gone.

*A notification letter will be sent to grade level students or any student that came in contact with the student for a measurable amount of time. A daily head check by parents for the next ten days is advisable.

MEDICINE

For the safety of all the children, students are not permitted to have medicine in their possession while at school. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or principal's designee will administer the medication in compliance with the guidelines that follow:

1. Written authorization signed by a Doctor and parent/guardian will be required for prescription medicines and will include:
 - a. Child's Name
 - b. Name of Medication
 - c. Purpose of Medication
 - d. Time to be administered
 - e. Dosage
 - f. Termination
2. Written authorization designating type of non-prescriptive medicine (Tylenol, cough drops, etc.) signed by a parent will also be required.
3. The school nurse or designee will:
 - a. Keep a record of the administered medication.
 - b. Keep medication in an area inaccessible to students.
4. The parents of the child must assume responsibility for informing the school nurse or designee of any change in the child's health or change of medication.
5. The school retains the discretion to reject requests for administration of medicine.

Section 4 School Bus Regulations/Policies

Students will only be allowed to get off the bus at their regular stop unless the driver has received permission in

advance from a student's parent/guardian.

Guests may ride the bus if a parent of the host student first contacts the driver to determine that there will be space on the bus that day and to let them know that the guest student's parent/guardian has given their permission.

Students should observe the following rules of safety and respect for the rights of others:

- 1) Obey the driver and treat him/her, and others, with respect and courtesy.
- 2) Be on time. Call the driver if you will not be riding. If there is no confirmation from the driver, call the designated office.
- 3) Stay clear of the "danger zone" around the bus while waiting, approaching or leaving the bus. Before crossing the street, always look both ways to check for vehicles that might illegally pass the bus. Always cross the street in front of the bus.
- 4) Wait until the bus has stopped and the door is open before starting to board. Use the handrail when entering or exiting.
- 5) Take a seat immediately after boarding and remain seated throughout the trip until the bus has come to a complete stop in front of the school or your stop. The bus driver may assign seats. Make room for others needing a seat.
- 6) Keep the aisle clear.
- 7) Windows may be opened with the driver's permission. Keep your head, arms and hands within the bus.
- 8) Conduct yourself so that the driver is not distracted and is able to hear the horns or sirens of other vehicles. Maintain silence at railroad crossings.
- 9) Keep the bus clean. Place garbage in the trash can. Do not throw anything out of the windows or inside the bus. Eating or drinking is not allowed on the bus.
- 10) Avoid behavior that could damage the bus. Report any damage you notice to the driver.
- 11) Some items pose a danger while on the bus and are not permitted. These include, but are not limited to: A) Knives and other sharp objects B) Matches, lighters C) Glass containers D) Other items not necessary for school purposes.
- 12) Once students have arrived at school, they are to go directly into the school building and are not to leave the school premises.

DISCIPLINE POLICY

Whenever possible, the bus driver and/or bus manager will work to resolve discipline issues through private discussions with the student(s).

First Warning

If inappropriate behavior does not cease, the driver or bus manager will contact a parent/guardian to inform them of the situation and to ask for their help. The driver or bus manager will also contact the Principal. This will result in disciplinary action from the Principal's office.

Second Warning

If inappropriate behavior continues, the driver or bus manager will contact a parent/guardian a second time, and the student will not be allowed to ride the bus for the following two school days. We realize that this action will

inconvenience families and hope that this step will not need to be taken.

Third Warning

If a third warning is required, the student will not be allowed back onto the bus until the principal has met with the guardians and student to discuss appropriate behavior. Further warnings will require the same action.

The Superintendent/ principals will be informed of all warnings issued.

Section 5 School Meals Program

Breakfast and lunch are available every day for all students and students are allowed to bring lunch from home. Meals for students include milk. Through a computerized accounting system, *each student and family* will have an individual account. *With this system we have the capability to send out statements by email to those families who have email access. Those families that do not have access to email accounts will still receive a statement by mail or it will be handed to the student.*

Charge Policy

Deposits on a family lunch account can be made by students in the cafeteria each morning and will then be entered into the computer. A minimum payment for two weeks' lunch and/or breakfast is required starting the first day of school. *There will be a two (2) day grace period for each student when they have a negative balance. If the school lunch program does not receive enough money to bring the balance to a positive balance after the two (2) day grace period, the student will not be allowed to eat lunch or breakfast supplied by the school.* It is important that you as parents be sure that you have money in your child's account. The following chart outlines both breakfast and lunch prices. Free and reduced-price lunches are available for families in financial need. Application forms must be completed and approved before these special prices can be given, households can apply for meal benefits anytime during the school year.

<u>MEAL PRICES</u>	Single Meal:	
	Pre-Kindergarten thru Fifth Grade	\$3.30
	Sixth Grade thru Twelfth Grade	\$3.40
	Adult	\$4.70
	Milk	\$.50
	Breakfast	
	Pre-Kindergarten thru Twelfth Grade	\$2.35
	Adult	\$2.95

The Emerson-Hubbard Community Schools operates a closed campus during the lunch period.

Nondiscrimination Statement

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

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

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

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

This institution is an equal opportunity provider

Section 6 Testing

MAP Tests are administered to all students in Kindergarten – 10th grades, results from testing help identify areas of strength and weakness in academic performance. The Spring NSCAS Test is administered to all students in 3rd-8th grades. All 11th grade students are administered the ACT. All 6th – 12th grade students are required to take semester exams. Any exemptions will be approved by administration.

Section 7 Speech and Hearing Testing

Our key means of communication is through speech. Even a slight default can hamper normal social relationships, while a severe speech defect can assume the proportions of a physical handicap. Our speech therapist screens all new students and those recommended at the beginning of the school year. Parents/guardians of children needing help will have a conference with the therapist before the program is instituted. All students receive a hearing test during the fall of the year.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

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

Education and Prevention:

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

Drug and Alcohol Use and Prevention.

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

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

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

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

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

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

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

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

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

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

1. Possession of any controlled substance, possession of which is prohibited by law.

2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

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

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

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

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

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

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

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

Authorized Use:

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

Disciplinary Sanctions:

1. V
iolation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. I
f the student is observed to be violating this policy, the student will be escorted to the principal/superintendent's office immediately, or, if not feasible, the principal/superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal/superintendent, or such other personnel as authorized by the principal/superintendent, may have the student removed by authorized medical or law enforcement personnel.

3.

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

Intervention:

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

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: If upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1 Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Emerson-Hubbard Community Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Emerson-Hubbard Community Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE EMERSON-HUBBARD COMMUNITY SCHOOLS' RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part 1 Forms of School Discipline

Detention and Students Restricted from Activities

Students may be assigned detention time for misbehaviors that don't warrant (or don't yet warrant) suspensions. Typically, a first detention may require 30 minutes before or after school and possibly during lunches – teachers and/or administrators will determine when detention times will be served. Normally enough notice will be given so that parents can be notified and arrangements can be made if transportation is an issue. A second offense may require a 60-minute detention, but the length of time to be served will be determined by the teacher or administrator based upon the severity of the infraction and whether those or similar infractions have been repeated. Failure to serve detention time by the date given to the student is insubordination. Students who don't serve detentions on time will be placed on a restricted list, whereby they forfeit various privileges in the school and cannot practice or participate in extra-curricular activities or attend field trips until their detention time is served. Detention time also may double if students do not serve in a timely manner. As soon as detention time is made up, the student will regain eligibility. In-school and out-of-school suspension also may be used if students refuse to serve detentions.

Short-Term Suspension:

Students may be excluded by the principal or his/her designee from school or any school function, for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

1. The principal or the principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student and the student's parent or guardian to have a conference with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
4. Suspended students cannot be on campus or at school activities during their suspension.

Long-Term Suspension:

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

Expulsion:

1. **Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the

student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Principal or the Principal's designee.

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

Emergency Exclusion:

A student may be excluded from school in the following circumstances:

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

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Other Other Forms of Student Discipline:

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

Part 2 Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Emerson-Hubbard Community Schools, all students are expected to refrain from inappropriate conduct, as follows:

Classroom Discipline Policy (Junior/Senior High School)

Students are expected to behave properly in classrooms and to be engaged in the lessons, activities, and goals of the courses into which they are scheduled. When students do not follow rules/regulations/guidelines set forth by instructors, then substantial disruption to the teaching/learning process can result. Teachers will attempt to address discipline issues on the part of students by counseling with them, notifying parents, assigning detention time, etc. However, if those “normal and usual” consequences do not change behaviors, teachers and schools need not accept continual disruptions to classrooms and the school environment. To do so jeopardizes the learning of all students. Therefore, once teachers have gone through the normal and usual kinds of corrective actions and/or consequences with students, if inappropriate behaviors do not then change and improve, students will be placed on the Classroom Discipline Policy’s several steps: **Step 1** will be a final warning to student and parents, indicating that the student must begin complying with classroom/school rules. **Step 2** will remove the student from that particular classroom from one to three days at the discretion of the administrator. **Step 3** will remove the student from that classroom for the remainder of the semester and the student will be placed in a study hall without privileges. **Note:** Faculty will have the option of repeating Step 2 if they feel that a student warrants further opportunities to display appropriate behaviors. However, once Step 3 is implemented and a student is removed permanently, he/she will not be allowed to re-enter that class for the remainder of the semester. If the first semester is near its end when that action is taken, the student may be required to sit out the second semester of that class. In terms of grades, if it is well into a semester and a student cannot mathematically pass, he/she will be given an F. If it is earlier in the semester, the student may be given a W (withdrawn) or a WF (withdrawn failing). A student could be placed on Step 2 or Step 3 and bypass other steps if behaviors were extremely grievous.

Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

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

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office

or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (an) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- e. For personal safety or security devices, the student abides by the requirements set forth above.

Additional Student Conduct Rules:

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

Student Appearance Policy: 1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire ~~deemed inappropriate by the administration~~ may be deemed inappropriate **by the administration** for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that ~~do not reach mid-thigh or longer~~ **show an inappropriate amount of bare skin.**
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, illegal drugs, ~~or~~ the inappropriate use of weapons **or other inappropriate materials for the school setting as determined by administration.**
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves, **etc.**
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.

- h. Eyewear that is not used for the improvement of vision purposes.
- i. Clothing whose primary use is for nighttime (Pajamas, slippers, etc.)

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

Page 33 On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student may be assigned to in-school suspension for the remainder of the day. If available, students may be given the opportunity to wear school provided clothing for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent,

guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Harassment and Bullying Policy:

It is the policy of Emerson-Hubbard Community Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) **Step One:** The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) **Step Two:** The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) **Step Three:** If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) **Step Four:** If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

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

- 1. Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:10 a.m. each morning.
 - c. The student will eat on campus in the office.
 - d. The student will report to the office at the end of the day, and remain until 4:00 p.m.
- 2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:10 a.m. each morning.
- c. The student will eat on campus in the office.
- d. The student will report to the office at the end of the day, and remain until 4:00 p.m.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.

3. Level III: This is a long-term assignment. The guidelines are listed below.

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

Public Displays of Affection:

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

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease and meet with the guidance counselor, and parents will be notified.
- c. 3rd Offense: Students will be assigned in-school suspension for a minimum of 1 day and parents will be notified.
- d. 4th Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with administrator (s) and counselor.
- e. If this type of behavior continues, the student could face long-term suspension or expulsion.

Specific Rule Items:

The following conduct may result in disciplinary action, which, in the repeated violations, may result in discipline up to expulsion.

- f. Students are given locker passes or restroom passes to leave a classroom or study hall at the discretion of the teacher.
- g. Students in the hallway during class time must have a pass with them.
- h. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. Only clear bottles for water are allowed..
- i. Students are expected to bring all books and necessary materials to class. This includes study halls.
- j. Assignments for all classes are due as assigned by the teacher.
- k. The teacher ends classes. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- l. Students are to be in their seats and ready for class when the bell rings.
- m. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- n. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

Network, E-Mail, Internet and Other Computer Use Rules:

- (a) General Rules:

- (i) The network is provided to staff and students to conduct research and for staff to communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
 - (ii) Individual users 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 communications of individuals utilizing the network or the end product or result of such utilization.
 - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure 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 servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - (iv) 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.
 - (v) 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.
- (b) Policy and Rules for Acceptable 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 term "Users", as contained herein, shall apply to all such individuals. 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."
- (i) Users shall not erase, remake, or 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.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) 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.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) 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.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: 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:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. Staff who operates the system has access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) Students may not use school computers for email. Any student accessing or attempting to access e-mail will be dealt with in accordance with the Computer Use Policy.
- (vi) All communications and information accessible via the network should be assumed to be private property of others.
- (vii) Do not place unlawful information on any network system.
- (viii) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the 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 networks 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.

(e) Staff, Student and Parent Agreements: Students and parents are required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(f) Additional Information: Each student is allowed one infraction of the rules. If the student is found to have violated any of the rules, the student's access to the computers and internet will be denied access for two weeks. On the second violation of the rules, the student's access to the school's network will be terminated for the rest of the semester.

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of [School's Name] to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District 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 minors' access to materials (visual or non-visual) that are harmful to minors.

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

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

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

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

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

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

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

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or

issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent’s designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is

necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Part 3 Reporting Student Law Violations:

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

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

(3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Emerson-Hubbard Community Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

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

Part 4 Due Process Procedure

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

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.

2. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following

(a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.

(b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.

(c) A statement explaining the student's right to a hearing upon request on the specified charges.

(d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

(e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

8. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

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

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

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

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the

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

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

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

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

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

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

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

the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

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

Section 1 Extra-Curricular Programs

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

Section 2 Activity Philosophy

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

Safety

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

Warning for Participants and Parents

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

Section 3 Activity Code of Conduct

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

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for

extracurricular activities, participants need to remember that they are not only representing themselves but also their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

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

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on or off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time. This is a year round policy.

1. Insubordination toward Emerson-Hubbard staff members or staff members of a school where an activity is being held.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a broader interpretation than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Unsportsmanlike conduct involving visiting school teams, officials, or fans.
11. Public indecency.
12. Repeated violation of any of the rules adopted by the school district or the school.
13. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
14. Willfully violating the behavioral expectations for those students riding Emerson-Hubbard Community Schools' buses.
15. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
16. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school

employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.

17. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

18. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Beginning with enrollment of their 9th grade year and completing their required senior year the following will be carried forth thru the 4-year period. **Note: This policy is a year round policy.** Members of any extracurricular activity / student activity will lose their right to participate because of ineligibility, failure to comply with training rules: use of or possession of alcoholic beverages, illegal drugs, abuse of prescription drugs, illegal supplemental muscle enhancers or use of or possession of tobacco products.

Extra-curricular activities / Student activities include but are not limited to all inter-scholastic contests, public presentations or performances, school functions, athletic competitions and school dances. (THIS INCLUDES HOMECOMING AND PROM.) (Also see Section 7)

Controlled Substances: Upon exhibiting evidence of having used or been in possession of, alcoholic beverages, tobacco products (this is to include vapor products such as “e-cigarettes” or alternate nicotine products, electronic nicotine delivery systems, illegal drugs, prescription drugs or any other chemical used as a drug, the student will be subject to consequences.

“Exhibiting Evidence”: Police reports, witness by certified staff member, an admission of guilt by the student involved or admission of guilt by the violator’s parent/s or guardian.

Upon the exhibiting evidence, the student and his/her parents or guardians will meet with school personnel, after which a decision will be rendered.

1st Offense in a 4-year period:

- a) Miss 14 days, for any extra curricular activity/s, if self reported within the first 24 hours of the violation. Consequences will begin for the activity/s, with the next contest or the week of the next contest whichever comes first.
- b) Miss 28 days from any extra curricular activity/s, if not self-reported, and or after the 24 hours of the violation.
- c) Both of the above suspensions must have the violator enter into a diversion program, documentation of his/her entrance must be provided and he/she must maintain good standing of the program.
- d) Failure to enter into a diversion program or show good standing will terminate their eligibility to participate in all extra curricular programs for the year

2nd Offense in 4-year period:

- a) Miss 28 days from any extra curricular activity/s, if self reported within 24 hours of the violation.
- b) Miss 56 days from any extra curricular activity/s, if not self-reported, and or after the 24 hours of the violation.
- c) Both of the above suspensions must have the violator enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.
- d) Failure to enter into a drug and alcohol-counseling program or be in good standing will terminate their participation in all extra curricular programs for the 4-year period.

3rd Offense in 4-year period:

- a) The violator will not be allowed to participate/help in any extra-curricular activity, for the remainder of the 4-year period.
- b) An appeal can be asked for, to a committee of sponsors (set up by the school district), 1 year after the date of the 3rd offense. It will be reviewed and determined whether or not to reinstate the violator.
- c) If reinstatement is granted, the violator will be required again to enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.
- d) Failure to enter into a drug and alcohol-counseling program or be in good standing will terminate their participation in all extra curricular programs for the 4-year period.
- e) If violator fails again during this time, no appeals will be allowed and termination of eligibility would be final.

Note:

- 1) All Violators will be required to attend all practices unless a diversion meeting or substance / alcohol counseling meeting interferes with the practice they would be excused only then for that meeting date.
- 2) If on 3rd offense this would constitute a termination of attending any practices.

Junior High Policy:

Beginning with enrollment of their 7th grade year and completing their 8th grade year the following will be carried forth thru the 2-year period. **Note: This policy is a year round policy.**

Members of any extracurricular activity / student activity will lose their right to participate because of ineligibility, failure to comply with training rules: use of or possession of alcoholic beverages, illegal drugs, abuse of prescription drugs, illegal supplemental muscle enhancers or use of or possession of tobacco products.

Extra-curricular activities / Student activities include but are not limited to all inter-scholastic contests, public presentations or performances, school functions, athletic competitions and school dances. (THIS INCLUDES HOMECOMING) (Also see Section 7)

Controlled Substances: Upon exhibiting evidence of having used or been in possession of, alcoholic beverages, tobacco products (this is to include vapor products such as “e-cigarettes” or alternate nicotine products, electronic nicotine delivery systems, illegal drugs, prescription drugs or any other chemical used as a drug, the student will be subject to consequences.

“Exhibiting Evidence”: Police reports, an admission of guilt by the student involved or admission of guilt by the violator’s parent/s or guardian. Upon the exhibiting evidence, the student and his/her parents or guardians will meet with school personnel, after which a decision will be rendered.

1st Offense in a 2-year period:

- a) Miss two weeks (14 days beginning the 1st Monday of all eligible inter-scholastic competition), if self reported within the first 24 hours of the violation.
- b) Miss four weeks (28 days beginning the 1st Monday of all eligible inter-scholastic competition), if not self-reported, and or after the 24 hours of the violation.
- c) Both of the above suspensions must have the violator enter into a diversion program, documentation of his/her entrance must be provided and he/she must maintain good standing of the program.
- d) Failure to enter into a diversion program or show good standing will terminate their eligibility to participate in any inter scholastic programs for the year

2nd Offense in 2-year period:

- e) Miss 4 weeks (28 days) of all eligible inter-scholastic competition beginning the 1st Monday of inter-scholastic contests, if self reported within 24 hours of the violation.
- f) Miss 8 weeks (56 days) of competition, if not self-reported, and or after the 24 hours of the violation.
- g) Both of the above suspensions must have the violator enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.
- h) Failure to enter into a drug and alcohol counseling program or be in good standing will terminate their participation in any inter scholastic program for the 2-year period.

3rd Offense in 2-year period:

- i) The violator will not be allowed to participate/help in any extra-curricular activity, for the remainder of the 2-year period.
- j) An appeal can be asked for, to a committee of sponsors (set up by the school district), 1 year after the date of the 3rd offense. It will be reviewed and determined whether or not to reinstate the violator.
- k) If reinstatement is granted, the violator will be required again to enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.
- l) If violator fails again during this time, no appeals allowed, termination of eligibility would be final.

Note:

- a. All Violators will be required to attend all practices unless a diversion meeting or substance / alcohol counseling meeting interferes with the practice they would be excused only then for that meeting date.
- b. If on 3rd offense this would constitute a termination of attending any practices.

Those entering from Jr. High School to High School:

- 1) 1st Offense violators will come into the high school programs with a clean record with no carry over from Jr. High School.
- 2) 2nd Offense violators will come into the high school program with a 1st offense record of the high school requirement policy.
- 3) 3rd Offense violators will have to have a review from the committee of sponsors to determine that person's status.

Other Misdemeanors or felonies: a committee of five head sponsors, selected by the High School Principal, for the Emerson-Hubbard Public Schools will consider penalties for other misdemeanors or felonies.

Behavior in school resulting in detentions may result in detentions in practice.

Absences: Excused at the sponsor's discretion if notified in advance.

As representatives of the Emerson-Hubbard Public Schools, students are expected to dress and behave in an exemplary manner. Sponsors will advise the students if they need improvement. Failure to comply may result in a penalty.

Procedures for Extracurricular Discipline

Students may be suspended by the principal or the principal's designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Emerson-Hubbard Community Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done; an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practical. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the principal or principal's designee will send a written statement to the student and the student's parents or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

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

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance at school.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean, and well-groomed appearance.

Section 4 Nebraska Schools Activity Association Rules

1. The Emerson-Hubbard School District is a member of the NSAA (Nebraska School Activities Association) which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what is generally known as co-curricular activities. The Emerson-Hubbard Schools are subject to and governed in part by the rules and regulations for co-curricular activities of the NSAA, which rules and regulations are incorporated into and made a part of this policy.

2. These rules and regulations are available for inspection and review in the office of the athletic director.

3. Summary of NSAA Rules as to eligibility of participants:

- (a) All students must be undergraduates, must be high school students in regular attendance
- (b) Must have credit on the school records for 20 semester hours for the immediate preceding semester
- (c) Must be registered for and taking the equivalent of five classes and doing passing work in at least four classes for the current semester
- (d) Must have become regular in attendance on or before the 11th day of the semester in which the activity takes place. Exception:

When a student is prevented from becoming regular in attendance

because of a personal illness or quarantine. This rule may be waived upon presentation to the NSAA offices of satisfactory evidence of the cause of such late registration. No other excuse for late registration shall be accepted towards meeting this eligibility requirement.

Students are ineligible if they:

- a. Were 19 years of age on or before August 1.
- b. Have attended more than 8 semesters (9-12).
- c. Were not enrolled in school by the 11th day of school.
- d. Did not pass 20 semester hours of credit the immediate preceding semester.
- e. Have graduated from high school
- f. Compete on an independent team or compete as an independent during the season of that sport.
- g. Play on an all-star team during the school year.
- h. The parents have changed their residence to another school district and the student has remained in his/her present school. (Exception: If the parents have moved after school year has started, students will be eligible to compete in the current school year.)
- i. Are not an amateur.
- j. Athletes who change from one sports activity during the same sports season may not compete in the activity for seven days.

Section 5 Academic Grade Standard for Activities Participation

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

A complete eligibility list of athletes will be sent to the Nebraska School Activities Association. Students must meet the NSAA guidelines to remain eligible for competition. Scholastic requirements as established by the NSAA are:

1. A student will be ineligible for extra-curricular activities for a period of one semester if he/she does not have 20 credit hours of schoolwork for the immediately preceding school semester. First semester freshmen are exempted.

2. All participants must be registered for and taking the equivalent of five classes and doing passing work in at least four classes for the current semester.

In Addition to these rules: If any student in grades 7-12 is failing one or more classes, he or she will be placed on academic probation for one week (in each class). This probation period will be determined after the first two full weeks of each semester in classes that meet every day, the first full 3 weeks of each semester in classes that meet every other day, and every week of the semester thereafter. If the student fails to raise his or her grade in each class to a passing level (70% or better) during the probation week, the student will be declared ineligible for participation in extracurricular activities for the ensuing calendar week; the down list will be run on Friday mornings and the calendar week of probation/ineligibility will run from 12:00 a.m. Monday to 12:00 a.m. the following Monday. The ineligible student will remain on the ineligible list, on a weekly basis, until such time the student's grades are considered passing (70% or better). Conversely, if the student does raise his or her grades to 70% in each class by the time the down list is run the following Friday, the student will be declared eligible for participation.

Extra-curricular activities / Student activities include but are not limited to all inter-scholastic contests, public presentations or performances and athletic competitions. (Also see Section 7) The student will be allowed to practice with his/her team, band, chorus, speech or drama group. (Students will be allowed to participate in all school dances unless they are ineligible due to a violation of the activity code of conduct, see section 3)

NOTE: Any music student who is academically ineligible will be allowed to participate in large ensemble (choir or band) for a concert or pep band at Emerson-Hubbard Schools. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, duets, swing choir and glees. Conference choir or band, honor choirs or bands and district or state music contests are considered extra events and will not be attended by an ineligible student.

In order to ensure fairness and objectivity in the administration of the activity eligibility, the principal and/or superintendent shall have the authority to make exceptions to the policy in the event of extenuating circumstances.

Based on NSAA Policy, eligibility status is made every semester during the year. A participant failing to complete requirement #1 must be declared ineligible for competition for the following semester. In the Emerson-Hubbard Schools, this policy applies to all extra-curricular activity participation.

Section 6 Student Attendance Eligibility

1. In order to be eligible for any co-curricular activity at Emerson-Hubbard Schools, the participant must be in attendance by 10:00 a.m. the day of the activity. Any exceptions to this rule must have prior approval of the principal through a written note from a parent.

2. All participants will be transported by school provided transportation such as a school bus, school van, or designated school personnel or parent/guardian driven vehicle. It is the general policy of the Emerson-Hubbard Community Schools that all participating students involved in an activity will ride on school-provided transportation to and from the activities. In unique situations and at the request of parents/guardians, students may be transported by their parent/guardian with Written AND Verbal requests. Also in unique situations, a student may be allowed to drive their own vehicle to the activity with the permission of the coach/sponsor and administration. Written AND Verbal permission must be given by the parent/guardian. Note: In both unique situations stated above, no other students will have allowed to ride with the parties involved unless they are given Written AND Verbal permission by their parent/guardian. Students using alternative transportation will be released from the activity by the coach/sponsor. If the student is to ride with their parent/guardian the coach/sponsor should release the student into the direct supervision of the parents/guardians.

3. All students shall be present at all scheduled practices and functions for the activity in which they are participating unless they are excused by the school activity sponsor or administrator. If a student violates the unexcused absence rule, the student shall be suspended from the next function of that activity. The student may be required to attend certain activity practices and functions during this period of suspension.

4. No school event or rehearsal of events shall be held on Wednesday after 6:15 p.m., with district and state activities exempt.

5. Required practices or rehearsals shall not be held without principal and superintendent approval on days when school is not in session. This does not apply to pre-season football and volleyball practices. A weekend practice shall be granted by the administration only when (1) tournaments or district competition fall on a Monday; (2) state football play-off competition falls midweek limiting regular practice time between games; (3) a holiday limits practice during the week. Practices held on weekends shall be preceded by a written explanation to the parents/guardians and students shall be excused from these practices for family-related obligations with no penalty assessed against the student's participation. Parents are asked to make such requests to miss practice in writing to the coach previous to the practice.

6. Each sponsor/coach will establish specific training rules and expectations for their particular sport or activity. In addition, all students must adhere to all school policies, and the following expectations apply to all students participating in extra-curricular activities in the Emerson-Hubbard Schools.

7. Truancy for any period of the day will also result in the student being ineligible to participate in the activity (competition or practice) on that particular day.

8. An athlete may be excused from participation in a sport because of physical injury. An excuse from practice or competition may be obtained from the principal or head coach by submitting to such person a signed statement from a physician giving the nature of the injury and stating that the athlete should not practice or compete because of the injury. After receiving an excused absence because of injury, no athlete shall participate in practice or competition without first having submitted a signed statement of a physician to the principal or head coach stating that he/she is physically fit to resume such practice or competition on a short term (1 to 3 days) by the head coach.

Section 7 Student Participation in Student Activities

Student activities (non-athletic) shall include but not be limited to the following: band, classes and class activities, departmental contests, drama/speech, EH Club, FBLA, FFA, PADA, Quiz Bowl, Vocal, Science Club, and Spanish Club. Students' activities (athletic) shall include, but not be limited to the following varsity, junior varsity and junior high sports: cheer/dance, boys' basketball, boys' track, football, girls' basketball, girls' track, golf, volleyball, and wrestling.

Students involved in student activities shall be held responsible for following rules as outlined in student handbook and board policies including short-term suspension long-term suspension, and expulsion.

Section 8 Individual Activity Guidelines

Students participating in activities are eligible for activity or athletic letters based on their performance and participation in the activity. Each sponsor/coach will determine the specific requirements for lettering in each activity. Included in these requirements is completion of the season in good standing.

ATHLETICS

BASEBALL

Head Coach: Not currently offered
Asst. Coach:
Season Dates:

BOYS BASKETBALL:

Head Coach: Austin Coffman, Blake Eriksen, & Gil Ridenour
Asst. Coach: Blake Eriksen
Season Dates:

GIRLS BASKETBALL:

Head Coach: Payton Blanke & Brianna Ostrand
Asst. Coach:

Season Dates:

CHEER/DANCE

Head Coach: Not currently offered
Asst. Coach:
Season Dates:

FOOTBALL

Head Coach: Jake Kneifl
Asst. Coach: Blake Eriksen
Season Dates:

GOLF

Head Coach: DJ Smith
Season Dates:

TRACK

Head Coach: Dave Uldrich
Asst. Coach: Austin Coffman, Marc Bathke, Casey Brentlinger, & Bri Ostrand
Season Dates:

VOLLEYBALL

Head Coach: Carley Dickens
Assistant Coach: Haley Stapleton & Callie Anderson
Season Dates:

WRESTLING

Head Coach: Jacob Sebade
Asst. Coach: Dylan Huber
Season Dates:

ACTIVITIES:

E-H CLUB

Sponsors: Doug Mackling
Season Dates: Throughout the year

Rules Specific to the Activity:

- The club is open to all letter winners.

FBLA (Future Business Leaders of America)

Sponsor: Juanita Wilcox
Season Dates: Year round activities

FFA (Future Farmers of America)

Sponsor: Dylan Huber
Season Dates: Year round activities including Local, District, State, and National conventions.

Letter Requirements:

In place of letters, FFA members earn degrees with various rankings based on successful participation.

FOREIGN LANGUAGE CLUB

Sponsors: Not currently offered

Season Dates:

INSTRUMENTAL MUSIC

Sponsor: D.J. Smith

Season Dates: Throughout the year

Rules Specific to the Activity:

- Attendance is required at all performances listed above unless previously excused by the director. Each student will be issued a band uniform.
- Any music student who is academically ineligible will be allowed to participate in large ensemble (choir or band) for a concert or pep band at Emerson-Hubbard Schools. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, duets, swing choir and glees. Conference choir or band, honor choirs or bands and district or state music contests are considered extra events and will not be attended by an ineligible student.

Lettering Requirements:

Must maintain an "A" average in Band. Must reach a certain level of points aided by these honors:

- Taking a solo or ensemble to District Contest
- Being selected to All-State or another Honor Band
- Demonstrating outstanding leadership, attitude, or improvement as determined by the director.

NATIONAL HONOR SOCIETY

Sponsors: Lacey Matthews

Season Dates: Throughout the year

See Section 5, Article 14

ROBOTICS

Sponsors: Ed Griesel

Season Dates: Throughout the year

SCIENCE CLUB

Sponsors: Ed Griesel

Season Dates: Throughout the year

SPEECH/DRAMA

Sponsor: Kami Murphy/Sandy Ahlers

Season Dates: Throughout the year

STUDENT COUNCIL

Sponsors: MS/HS – Traci Millard, Elementary – Andrea Nieman

Season Dates: Throughout the year

VOCAL MUSIC

Sponsor: D.J. Smith

Season Dates: Throughout the year

Rules Specific to the Activity:

- Attendance is required at all performances unless previously excused by the director.
- Each student will be issued a choir robe, which will include a cleaning fee.
- Any music student who is academically ineligible will be allowed to participate in large ensemble (choir or

band) for a concert or pep band at Emerson-Hubbard Schools. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, duets, swing choir and glees. Conference choir or band, honor choirs or bands and district or state music contests are considered extra events and will not be attended by an ineligible student.

Lettering Requirements:

- Must maintain an “A” average in Choir.
- Must reach a certain level of points aided by these honors:
- Taking a solo or ensemble to District Contest.
- Being selected to All Conference Honor Choir.
- Being selected for All State Honor Chorus or another honor choir.
- Demonstrating outstanding attitude, leadership, and improvement as determined by the director.

QUIZ BOWL

Sponsors: Ed Griesel
Season Dates: Throughout the year

Section 9 Fundraising

Clubs and organizations which wish to raise funds to support participation of the student in the activities may do so with a limit of one major fundraising activity per year. All fundraising activities must be approved prior to any agreement with fund raising company and placed on the master calendar by the building principal. Only Emerson-Hubbard School or Booster Club fundraisers are allowed on school property unless special permission is given by the administration or Board.

Section 10 Communication/Concerns

When students and parents have concerns related to an activity in which they or their child is involved, the students and/or parents are encouraged to contact the coach or sponsor of this activity to clarify these concerns. Emerson-Hubbard Community Schools Policy 5.5 Public Complaints Concerning School Personnel states:

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools more effectively for the tasks they are designed to perform. Because of the public nature of education, school personnel are not exempt from criticism. The Board of Education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary or negative criticism and complaints.

When determining the most appropriate way to address complaints and criticism, the administration shall utilize professional judgment in protecting the best interests of the student(s) and staff member(s) involved.

Grievances, complaints, and communications about employees will most typically be initiated in the following manner:

- (1) If a parent/patron has a concern, the parent/patron will be encouraged to first discuss the matter with the staff member involved, thereby trying to eliminate the dissatisfaction at the first level in an effort to solve the problem formally.
- (2) If the problem is not resolved at this level, the concern may then be extended to the principal and might well include the teacher in a three-way conference.
- (3) If the parent/patron is not satisfied with the response of the conference at the principal level, the concern can then be brought to the superintendent. The superintendent may require the concern to be summarized in a written statement.
- (4) If the problem remains unresolved, the next level of appeal is to the Board of Education.
- (5) The superintendent or his/her designee is assigned the responsibility of developing procedures to ensure that those involved are accorded procedural due process.
- (6) It shall be understood by all parties involved in this procedure that no reprisals, implied or intended, shall be

brought against the student involved in the resolving of the concern.

Due to the importance of clear and direct communication to resolve concerns, school personnel will be unable to react or respond to any anonymous letters, telephone calls, or comments. Concerns cannot be fully understood and responded to without clear and direct communication between the student, parents, and coach/sponsor.

Section 11 "No Cut" Policy

The Emerson-Hubbard Community Schools has a "no cut" policy for students participating at the freshman and junior varsity level of athletics. If numbers reach a level surpassing the established coach to athlete ratio, additional coaches may be hired.

Section 12 Overnight Stays at Activities

When activities require overnight stay, which has been approved by the administration, the students must recognize that in all cases they are representing the school district and subject to the school districts policies, rules, and regulations. In addition, the following guidelines must be followed.

1. No one is allowed in hotel/motel rooms other than team members.
2. Dress must be appropriate at all times.
3. Do not leave building complex for any reason without permission.
4. All school and athletic rules are to be followed.
5. Students are to be in their room when instructed, and curfews are set by coaches/sponsors.
6. Students are responsible for their rooms. Any damages or theft will be the financial responsibility of the student.
7. Students not associated with the activity are allowed to swim.
8. No visitors after 8:00 p.m. for any reason.
9. Students may not use the motel room phones or pay-per-view movies. Phones are available in the motel lobby.
10. Students may ride only in Emerson-Hubbard school-sponsored vehicles.
11. If problems arise, contact your Emerson-Hubbard school sponsor immediately.

Section 13 Participation Guidelines

The goal of the Emerson-Hubbard Community Schools is to involve as many students as possible in activities offered. While some activities allow for unlimited participation, others are limited due to the nature of the activity or the limitations set by the Lewis and Clark Conference or the NSAA Guidelines. While some activities may allow for unlimited participation on the team or in the club, competitions, conferences, and workshops may be limited in the number of total participants involved. In such cases, the coach/sponsor will determine the eligibility of participants.

<u>Activity</u>	<u>Number of Participants</u>	
Boys Basketball	Varsity - 12-15	7 th Grade through Junior Varsity-Unlimited
Girls Basketball	Varsity - 12-15	7 th Grade through Junior Varsity-Unlimited
Cheer/Dance	Varsity - Unlimited	Grades 9 – 12
Football	Varsity - Unlimited	7 th Grade through Junior Varsity-Unlimited
Golf	Varsity – 4	Junior Varsity-Unlimited
Track	Varsity – Unlimited	7 th Grade through Junior Varsity-Unlimited
Volleyball	Varsity – 14	7 th Grade through Junior Varsity-Unlimited
Wrestling	Varsity – Weight Class	7 th Grade through Junior Varsity-Unlimited
Cross Country	Varsity – 5	7 th Grade through Junior Varsity-Unlimited

E-H Club	Limited to Varsity Athletic/Activity Letter Winners
Pep Band	Limited to Concert Band Members
Drama/Speech	Unlimited Membership
FBLA	Unlimited Membership

FFA	Unlimited Membership
PADD	Unlimited Membership
Student Council	Limited to those elected by their classmates
Instrumental Music	Limited to Band Members for NSAA Competitions
Vocal Music	Limited to Vocal Music Students for NSAA competitions
Spanish Club	Unlimited Membership
Science Club	Unlimited Membership

While we encourage all students to participate, coaches and sponsors reserve the right to respond to student individual concerns such as, but not limited to, disruptive behavior, non-compliance with activity or school rules and regulations, failure to attend required activities, and failure to meet training rules expectations. The coach/sponsor reserves the right to take action in these matters, which may include suspension or dismissal from the activity. Additional specific rules and disciplinary action may apply to each individual activity.

Section 14 Physical Examinations

Each year a complete physical is required of each student before she/he may participate in any phase of the interscholastic athletic programs at Emerson-Hubbard Junior or Senior High School. The student shall obtain a physical examination card from the school office and present this to their doctor and parents for completion. The signed and completed form must be returned to the Athletic Director prior to the checking out of any equipment and participation in any organized practice. In accordance with the Nebraska School Activities Association rules, examinations after June 1 are sufficient for participation in a full year program.

Section 15 Practices

Consistent practices and rehearsals are key to the success of student participating in activities. From activity participation, students learn the level of commitment and dedication necessary to be successful. Understanding this, the Emerson-Hubbard Community Schools has set the following guidelines for practices. A practice is any activity related to athletic participation in which the student/athlete is under the supervision of the coach or sponsor.

1. Practices will normally be held Monday - Friday and limited to a maximum of 2.5 hours of practice activity per day. Practices normally begin at 3:45 p.m.
2. Pre-season practices before the beginning of the school year are limited to NSAA regulations.
3. Wednesday practices will be concluded by 6:15 p.m.
4. A Sunday practice shall be granted by the administration only when
(1) tournaments or district competition fall on a Monday, (2) state football playoff competition falls midweek limiting regular practice time between games, (3) a holiday limits practice during the next week.
5. In coordination of activities in the gym, some practice may be required before school or in the evenings. Such practices must be approved by the building principal prior to scheduling of the practices to ensure appropriate gym use coordination. In such cases, before school practices may not begin before 6:00 a.m. and students must be dismissed by 8:00 a.m. In the event of evening practices, practices are limited to 2.5 hours of participation with students being dismissed no later than 8:30 p.m. Students, sponsors and coaches must be aware that academic programs and success always take priority over extra-curricular activities.
6. In the event of severe weather, when school is dismissed or there is an early dismissal or late start, practices during these times will also be canceled. Parents have the option of excusing their child from practice when they believe severe weather dictates the student stay at or return home with no penalty assessed against the student's participation. Coaches are encouraged to watch the weather, and if the upcoming day presents a probability of extreme hot temperatures, they may schedule practices for before-school hours.
7. In the event that two activities in which a student participates are scheduled at the same time, the two sponsors

and student should meet and agree on the practice and competition/activity participation obligations of the student. If the sponsors and student cannot agree, the principal will mediate an agreement with emphasis being placed on the activity with the next upcoming competition. The decision made will in no way negatively impact the student's eligibility or future participation in either activity.

Section 16 Sponsored Activities by Emerson-Hubbard

The Emerson-Hubbard Community Schools will support all NSAA activities in which Emerson-Hubbard students are participating. In addition, the school will support students participating in state activity competitions or honors programs hosted by state organization in which the Emerson-Hubbard Schools sponsors a local organization. Only those students who are representing the Emerson-Hubbard Community Schools in the competitions or honors programs will be supported financially by the school. Student attending such activities as club members but not participating will be personally responsible for the cost of the activity, or, if approved by the club, supported through club activity funds.

Any programs which are not NSAA sponsored activities or school organization sponsored state activities, will be the responsibility of the student and parents. The school will not be responsible for any cost, including but not limited to, supervision, transportation, lodging, meals or registration. In such situations, the parents will be responsible for providing the necessary financial support, supervision and transportation for students participating in such activities. With the parents written permission, students will be excused from school to participate in such activities.

In situations where students qualify through school-sponsored organization to compete in national competitions, the school financial support will be limited. The school will support 50% of the transportation, lodging, and registration costs up to \$500 per student and up to \$1,000 per organization each year. The school district will also provide for transportation, lodging, registration, and meals for one sponsor to attend national meeting when students have qualified and are competing at the national meeting.

Section 17 State Tournament Participation

Athletic/activity individual and team qualifications for the state tournament is an honor in which these students have an opportunity to participate and represent the school. In cases where entire teams qualify and are challenging for the state championship, if local interests support a dismissal of school to allow students and employees to attend, this decision will be made by the superintendent of schools based on the many considerations effecting instruction and the school calendar.

Teams and individuals qualifying are eligible to attend based on the NSAA limitations. As this is a varsity competition, the school will provide for only varsity team members who are recognized varsity team members during the district competition or individual qualifiers. In the case of sporting events, the school will provide for transportation for the cheerleaders and pep band. Other considerations will be based on finances, competition schedule, and supervision; and are subject to the approval of the sponsor, athletic director, principal and superintendent. All other students must make their own personal arrangements to attend.

Section 18 Student Activity Attendance

Students not involved as a participant in an activity will not be dismissed from school to attend the activity unless they accompany their parents or school is dismissed for the entire district to attend the activity. These absences will count as part of the attendance policy. Students who are absent from school without meeting these criteria will be counted as having an unexcused absence.

Section 19 Transportation to and from Activities

All participants will be transported by school provided transportation such as a school bus, school van, or designated school personnel or parent driven vehicle. It is the general policy of the Emerson-Hubbard Community Schools that all participating students involved in an activity will ride on school provided transportation to and from the activities. In unique situations and at the request of parents/guardians, students may be transported by their parent/guardian if an Alternative Transportation Form has been completed (preferably this is done prior to the activity, but a note also can be given to a coach/sponsor at the activity itself). Alternative Transportation Forms are available in the school office.

Students using alternative transportation will be released from the activity by the sponsor into the direct supervision of the parents/guardians.

Section 20 Concussion Awareness

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

6. Effective Date.

This policy becomes operative on July 1, 2012. The administration may, but shall not be required to, implement provisions of this policy prior to such date as it determines appropriate.

CONCUSSION: RETURN TO LEARN PROTOCOL Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. Emerson-Hubbard Community Schools will implement NDE's procedures outlined in "Bridging the Gap from Concussion to the Classroom" as its "Return to Learn" protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Section 21 Student Fees Policy

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

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the current school year. 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 non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire 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 radiations, or other similar hazards. Building

administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities mean 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 extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical 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.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "I." Admission fees are charged for extracurricular activities

and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(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) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) 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. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, 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: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Appendix"1" Student Fees Policy of Emerson-Hubbard Public Schools—Additional Specification of Required Materials and Fees:

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)¹ or Specific Material Required
Elementary Program		
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Blue notes shirts and dark pants
Music -Optional Blue Notes Honor Choir	Coordinating group attire	
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists

¹ Generally, dollar amounts are stated in terms of "maximums."

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.

Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for them personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$45.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses, Driver's Education	Classes offered during the Spring, Summer, or at night	Drivers education class provided and cost set annually by Northeast Community College.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

3. Equipment and	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading, Dance and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	

6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument. Uniforms for the marching band will be supplied by the school; student's may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$150
Clubs/Organizations		
Skills USA	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.

Future Business Leaders of American (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club. Student must be enrolled in at least one semester of a business course.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$30.00 per event
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.

5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Section 22 Insufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$25.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy

and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

Emerson-Hubbard Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: 109 West 3rd Street, Emerson, Nebraska 68733, telephone number 402-695-2621.

Section 3 Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:

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

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

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

Section 4 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

Section 6 Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney,

auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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

information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

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

Section 7 Notice Concerning Disclosure of Student Recruiting Information

The District will provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

Section 8 Notice Concerning Staff Qualifications

The District gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy

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

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

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

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not

interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

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

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

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

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

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

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

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

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

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

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

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

Section 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending

parent-teacher conferences.

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

B. Title I Parental and Family Engagement Policy

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents

work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the

District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

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

Section 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is

dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Emerson-Hubbard Public Schools based on it being the school of origin, the new school and Emerson-Hubbard Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**RECEIPT OF 2025-2026 PARENT-STUDENT HANDBOOK
OF EMERSON-HUBBARD COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2024-2025 Parent-Student Handbook of Emerson-Hubbard Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING EMERSON-HUBBARD COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR 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 THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS 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.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:
Building Principal's Office