Board of Education Regular Meeting

Monday, August 10, 2015 7:30 PM

Morrill High School Multi-Purpose Room
508 Jefferson Ave.
Morrill, NE 69358

Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world"

Mr. Dick Burford:	Present
Dr. Cynthia Guerue:	Present
Jim Hessler:	Present
Dave Sherrod:	Present
Billy Stauffer:	Present
Mr. Bill Zwiebel:	Present

I. CALL TO ORDER FOR REGULAR MEETING

Meeting called to order 7:35pm

I.1. Pledge to the Flag
I.2. Roll Call
I.3. Notification of Open Meetings Law Posting
I.4. Recognition of Recording
II. CONSENT AGENDA
II.1. Approval of Agenda for August 10, 2015

Approval of Agenda for July 13, 2015 Passed with a motion by Dave Sherrod and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

II.2. Approval of minutes of the Regular July 13, 2015 meeting and the July 24, 2015 Special Meeting

Approval of Agenda for July 13, 2015 Passed with a motion by Dave Sherrod and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

II.3. Approval to Pay Claims and file financial reports
II.3.a. working Monthly Budget
II.3.b. Monthly Budget of Receipts
II.3.c. Activity Accounts
II.3.d. County Treasurers' Reports
III. RECOGNITION OF VISITORS
IV. PUBLIC HEARING for AMENDED SCHOOL LUNCH FUND BUDGET SUMMARY

Hearing opened at 7:38 PM Lunch program overspent budget, but made approximately $13,000 in revenue. Hearing closed at 7:41PM

V. REPORTS
V.1. Village of Morrill
V.2. Curriculum/Americanism:Stauffer, Guerue, Burford

A+ has an online curriculum that Mrs. Laucomer will look into the and of August

V.3. Building/Grounds/Transportation: Sherrod, Burford, Zwiebel

Parking lot graded and rock brought in.

V.4. Staff Relations: Zwiebel, Burford, Hessler
V.5. Finance: Hessler, Guerue, Burford (Zwiebel)
V.6. Morrill School's Foundation: Stauffer, Zwiebel

Will be holding a meeting and discuss rearranging CD's

V.7. Technology Report

Mrs. Laucomer attended administration meeting that had several helpful sessions where she got new ideas and information.

V.8. Activity Report

Reassigning show choir stipend to early band stipend. Activities assignments introduced. Continuing education for coaches. Football, volleyball and cross country practices starting Sam Fisher $58-60,000 for track resurfacing then guaranteed for 8-10 years. All junior high

games at elementary school. May require a bleacher puller, $3,200. Discussed expected code of conduct for all athletes year round. Drug testing policy and process discussed.

V.9. Secondary Principal's Report

Days - NAdministratorew NESA English test. Attended session on Rule 10. Attendance plan promotion before child is in trouble. New staff in service 8/17. Building - broader, bolder and better theme, expectations are consistent, + culture, focus on the positive things in our school, Early release time is used for more productive activities. Class sponsor time. Reward and recognition time. will meet with staff to discuss Total students 143.

V.10.Elementary Principal's Report
V.11.Superintendent's Report
VI. UNFINISHED BUSINESS
VI.1. Approve Jr/Sr High School Student-Parent Handbooks for 2015-2016

Approval of 2015-2016 Jr/Sr High School Student-Parent Handbooks Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VI.2. Approve Elementary School Student-Parent Handbook for 2015-2016

Approval of 2015-2016 Student-Parent Handbook Passed with a motion by Billy Stauffer and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

VI.3. Consider/possibly approve revisions to Policy 504.19 (Student Fee)

Approve revisions to Policy 504.19 (Student Fee) Passed with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue.

Yea: 6, Nay: 0

VI.4. Consider/possibly approve revisions to Policy 1005.03 (Parent Involvement)

Approve revision to Policy 1005.03 (Parent Involvement) Passed with a motion by Dave Sherrod and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII. NEW BUSINESS
VII.1. Consider/Possibly approve the administrative assignment of Extra-duty for 2015-2016

Appove the administrative assignments of Extra-duty for 2015-2016 minus show choir for Katy Fody. Passed with a motion by Billy Stauffer and a second by Dr. Cynthia Guerue.

Yea: 6, Nay: 0

VII.2. Discuss/possibly approve the 2014-2015 Lunch Fund Amended Budget

Approval of 2014-2015 Lunch Fund Amended Budget to $261,602.22 Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.3. Consider and set meal prices for the 2015-2016 School Year

Set meal prices for 2015-2016 School Year Breakfast Elementary $1.60 reduced $0.40 Secondary $2.10 reduced $0.50 Lunch Elementary $2.75 reduced $0.55 Secondary/Adult $3.25 reduced $0.65 Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.4. Consider/Possibly approve final 2015-2016 School Calendar

Approval of 2015-2016 School Calander Passed with a motion by Billy Stauffer and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

Approval of 2015-2016 School Calander and pre-school calander. Passed with a motion by Billy Stauffer and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

VII.5. Set Date for Budget Workshop (Possibly August 31st to consider the budget and levy for 2015-2016 Budget

August 31, 7:00PM Morrill High School Board Room

VII.6. Consider/possibly approve revisions to the following policies:

VII.6.a. Policy 202.03 Board Self Evaluation

Approval of revisions to 202.03 Board Self Evaluation Passed with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue.

Yea: 6, Nay: 0

VII.6.b. Policy 203.07 Advisory Board Committees

no changes and no action

VII.6.c. Policy 204.06 Closed Session

Approval of revisions to Policy 204.06 (Closed Session) Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

VII.6.d. Policy 204.07 Agenda Posting

Approval of revisions to Policy 204.06 (Closed Session) Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

Approval of revisions to policy 204.07 (Agenda Posting) Passed with a motion by Billy Stauffer and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

VII.6.e. Policy 204.10 Order of Business

Approval of revisions to policy 204.10 (Order of Business) Passed with a motion by Mr. Dick Burford and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.6.f. Policy 204.11 Minutes Publishing

Approval of revisions to policy 204.11(Minutes Publishing) Passed with a motion by Mr. Dick Burford and a second by Dave Sherrod.

Yea: 6, Nay: 0

VII.6.g. Policy 206.04 Board Compensation

Approval of revisions to policy 206.04 (Board Compensation) Passed with a motion by Mr. Bill Zwiebel and a second by Dave Sherrod.

Yea: 6, Nay: 0

VII.6.h. Policy 402.01 Equal Opportunity (Compliance Coordinator)

Approval of revisions to policy 402.10 (Compliance Coordinator) Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.6.i. Policy 404.06 Harassment by Employees

Approve revisions to policy 404.06 (Complaint Form) Passed with a motion by Mr. Bill Zwiebel and a second by Billy Stauffer.

Yea: 6, Nay: 0

VII.6.j. Policy 404.11 Facilities for Milk Expression

approval of policy 404.11 (Facilities for Milk Expression) Passed with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue.

Yea: 6, Nay: 0

VII.6.k. Policy 406.02 Certificated Employees Recruitment

Approval of Policy 406.02 (Certificated Employees Recruitment) Passed with a motion by Mr. Dick Burford and a second by Billy Stauffer.

Yea: 6, Nay: 0

VII.6.l. Policy 407.01 (Salary Schedule)

Approval of Policy 407.01 (Salary Schedule) with new changes Passed with a motion by Mr. Bill Zwiebel and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

VII.6.m. Policy 407.07 Staff Bargaining

Approval of Policy 407.07 Staff Bargaining with changes Passed with a motion by Dave Sherrod and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.6.n. Policy 412.02 Support Staff Recruitment

Approval of Policy 412.02 Support Staff Recruitment Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

VII.6.o. Policy 501.01 Equal Opportunity for Students

Approval of Policy 501.01 Equal Opportunity for Students Passed with a motion by Dr. Cynthia Guerue and a second by Billy Stauffer.

Yea: 6, Nay: 0

VII.6.p. Policy 502.02 Enrollment Option Resolution

Approval of Policy 502.02 Enrollment Option Resolution, with changes to 4th grade Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

Approval of Policy 502.02 Enrollment Option Resolution with changes to 4th grade, approved on first reading Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.6.q. Policy 503.05 Student Release

Approval of Policy 503.05 (Student Release) Passed with a motion by Mr. Dick Burford and a second by Billy Stauffer.

Yea: 6, Nay: 0

VII.6.r. Policy 508.05 Emergency Plans and Drills

Approval of Policy 508.05 Emergency Plans and Drills Passed with a motion by Mr. Dick Burford and a second by Dr. Cynthia Guerue.

Yea: 6, Nay: 0

VII.6.s. Policy 602.01 (Calendar)

no changes, no action

Approval of revisions to policy 602.01 (Calendar) Passed with a motion by Mr. Bill Zwiebel and a second by Dave Sherrod.

Yea: 6, Nay: 0

VII.6.t. Policy 603.01 Curriculum Development
VII.6.u. Policy 706.03 Bidding Procedures

Approval of Policy 706.03 Bidding Procedures Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.6.v. Policy 804.02 Records Retention

Approval of Policy 804.02 Records Retention Passed with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue.

Yea: 6, Nay: 0

VII.6.w. Policy 902.02 Construction Plans

Approval of Policy 902.02 Construction Plans Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VII.6.x. Policy 902.04 Bids and Awards

Approval of Policy 902.04 Bids and Awards Passed with a motion by Billy Stauffer and a second by Mr. Dick Burford.

Yea: 6, Nay: 0

VII.6.y. Policy 905.07 Safety Drills

Approval of Policy 905.07 Safety Drills Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel.

Yea: 6, Nay: 0

VIII. Next Regular Meeting Date September 14, 2015

IX. ADJOURNMENT

Meeting adjourned 12:47AM

Board of Education Meeting
Morrill Public Schools – Scotts Bluff County School District #79-0011

Regular Meeting Minutes
July 13, 2015

Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world"

2015 Board of Education: Jim Hessler (President), Bill Zwiebel (Vice President), Dick Burford (Treasurer),Cynthia Guerue (Secretary), David Sherrod (Member), Billy Stauffer (Member)

I. CALL TO ORDER FOR REGULAR MEETING

Called to order at 7:38 PM

1. Pledge to the Flag

2. Roll Call: Dr. Cynthia Guerue, Mr. Jim Hessler, Mr. Billy Stauffer, Mr. David Sherrod, Mr. Bill Hessler

Motion Passed: Motion to excuse Dick Burford from meeting with a motion by Mr. Bill Zwiebel and a second by Mr. Billy Stauffer. **5 Yeas - 0 Nays.**

3. Notification of Open Meetings Law Posting

4. Recognition of Recording

II. CONSENT AGENDA

1. Approval of Agenda for July 13, 2015

2. Approval of minutes of the Regular June 15, 2015 meeting

3. Approval to Pay Claims and file financial reports

- **a. Working Monthly Budget**
- **b. Monthly Budget of Reciepts**
- **c. Activity Accounts**
- **d. County Treasurer Report**

Motion Passed: Approval of Consent Agenda for July 13, 2015 with a motion by Mr. David Sherrod and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

III. RECOGNITION OF VISITORS

This section of the agenda is set aside a a public comment period. Individuals attending the meeting shall be invited to make comments during the "Recognition of Visitors" item allowed on the agenda. Time for each speaker should not exceed 5 minutes. If your concern pertains to a staff member, please follow the chain of command: staff should have already been consulted and, if that was not satisfactory, administration should have been consulted. We cannot entertain a conversation about a staff member in public session.

IV. PUBLIC HEARING

Motion Passed: Open hearing at 8:43PM for student fee policy, parental involvement in educational practices policy and internet safety policy with a motion by Mr. Billy Stauffer and a second by Mr. Bill Zwiebel.
5 Yeas - 0 Nays

1. Student Fee Policy

2. Parental Involvement in Educational Practices Policy

3. Internet Safety Policy

Motion Passed: Close hearing 8:48 PM with a motion by Mr. Billy Stauffer and a second by Mr. David Sherrod. **5 Yeas - 0 Nays.**

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the proposed Student Fee Policy, Parental Involvement Policy and the Internet Safety Policy and to consider amendments relative thereto. The policies are available at the school office during regular business hours.

V. REPORTS

1. Village of Morrill
2. Student Council
3. Curriculum/Americanism:Stauffer, Guerue, Burford
July 23 at 2:00PM Meeting regarding curriculum
4. Building/Grounds/Transportation: Sherrod, Burford, Zwiebel
Awaiting bid for insurance claim from hailstorm. Volunteers may be utilized to help shingle the activities bus barn roof.
5. Staff Relations: Zwiebel, Burford, Hessler
6. Finance: Hessler, Guerue, Burford (Zwiebel)
7. Morrill School's Foundation: Stauffer, Zwiebel
8. Technology Report
Mrs. Laucamor attended the Sugar Valley Technology conference that provided her with a wealth of information useful to teachers incorporating technology in the classroom.
9. Activity Report
No two-a-day football practices.
10. Secondary Principal's Report
11. Elementary Principal's Report
12. Superintendent's Report
MCREL -
Food show in Kearney last week. Will get monthly meal cost next years. No specific vendor.
A+ educators - 4 days of training this year
July 23 new Spanish teacher from Spain will arrive in the area
Four new students this month
Parking lot needs proper grading to fix drainage issues
Surplus items may be sold and proceeds will go into the general fund.

VI. UNFINISHED BUSINESS

1. Discuss/possibly accept the bids for the replacement of the intercom and master clock in high school office, installation of door entry systems, expanded video cameras and additional DVRs, adding external horns for secondary bell system and operations for wireless internet infrastructure/Mobius
Proposals for door entry, wireless infrastructure and video surveillance were reveiwed.
Motion Passed: Motion to approve Mobius bid for $50,348.82 to add wireless infrastructure,door entry system, intercom system and shop building video surveillance with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

2. Discuss/possibly accept a bid to install pump to existing well and connect line to UGSS
Motion Passed: Motion to accept a bid Deines $13,553.20 to install pump to existing well and connect line to UGSS with a motion by Dr. Cynthia Guerue and a second by Mr. Billy Stauffer. **5 Yeas - 0 Nays.**

3. Discuss/possible action on Lunch Fund food programs
discussion regarding lunch fund program and not contracting with a specific program

4. Discuss/possible action ESU service contracts
Continued negotiation for psychological counseling but remainder of contract is acceptable.
Motion Passed: Motion to approve ESU special education contract for $142,541 with possibility of continued negotiation with a motion by Mr. Bill Zwiebel and a second by Mr. David Sherrod. **5 Yeas - 0 Nays.**

5. Approve revision to Policy 503.09 (Homeless Policy)
Motion Passed: Approve revision to Policy 503.09 (Homeless Policy)with a motion by Mr. Bill Zwiebel and a second by Mr. Billy Stauffer.**5 Yeas -0 Nays.**
Policy reviewed

6. Approve Jr/Sr High School Student-Parent Handbooks for 2015-2016
Motion Passed: tabled to special meeting to review policy of Jr/Sr High School and Elementary Handbook handbook for 2015-2016 with a motion by Mr. David Sherrod and a second by Mr. Billy Stauffer. **5 Yeas - 0 Nays.**

7. Approve Elementary School student-Parent Handbook for 2015-2016
Motion Passed: Tabled to special meeting to review policy of Jr/Sr High School and Elementary Handbook handbook for 2015-2016 with a motion by Mr. David Sherrod and a second by Mr. Billy Stauffer. **5 Yeas - 0 Nays.**

VII. NEW BUSINESS

1. Consider/possibly accept staff resignations
Reading of letter of resignation of Kent Swearingen
Motion Passed: approval to accept resignation of Kent Swearingen and thanking him for his service to Morrill Public Schools with a motion by Mr. Bill Zwiebel and a second by Mr. Billy Stauffer. **5 Yeas - 0 Nays.**

Motion Passed: approval to accept resignation of Betty Waite and thanking her for her service to Morrill Public Schools with a motion by Mr. Billy Stauffer and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

2. Consider/possibly accept new staff appointments and approve work agreements
Motion Passed: approval of appointment as classified employee of Becky Tower $14/hr with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel. **5 Yeas - 0 Nays.**

Motion Passed: approval of appointment of Janelle Mills as a certified long-term substitute for 185 days of 2015-2016 school year with a motion by Dr. Cynthia Guerue and a second by Mr. David Sherrod. **5 Yeas - 0 Nays.**

3. Consider / possibly approve the assignment of an interim secondary principal.
Because it is well after the date to sign contracts the recommendation is to assign Tom Peacock as the interim secondary principal
Motion Passed: Approve the assignment of interim secondary principal to Tom Peacock with salary $75,912 for the 2015-2016 school year only with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

4. Consider/Possibly approve signature documents for Platte Valley Bank
Due to resignation of principal and his duty to sign checks for lunch fund and activity fund, Keri Homan and Bill Zwiebel will replace for lunch fund and Bill Zwiebel will be added to Activity Fund Account.
Motion Passed: Approve signature documents for Platte Valley Bank with a motion by Mr. Bill Zwiebel and a second by Mr. David Sherrod. **5 Yeas-0 Nays.**

5. consider / possibly approve the assignment of an assistant or CO-AD
Motion Passed: to Approve the assignment of an assistant or CO-AD to Josh Guerue for $5,000 for the 2015-2016 with a motion by Mr. Bill Zwiebel and a second by Mr. David Sherrod. **4Yeas - 0 Nays - 1 Abstain.**

6. Consider/possibly approve changes to the CCI copier lease agreement
Motion Passed: approve changes to the CCI copier lease agreement with a motion by Mr. David Sherrod and a second by Mr. Bill Zwiebel. **5 Yeas - 0 Nays.**

7. Consider/possibly approve revisions to Policy 504.19 (Student Fee)

Motion Passed: Table approval of revisions to Policy 501.19 (Student Fee) until policy review meeting with a motion by Mr. Billy Stauffer and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**
Motion Passed: Table approval of revisions to VII.7. Consider/possibly approve revisions to Policy 504.19 until policy review meeting passed with a motion by Mr. Billy Stauffer and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**
Motion Passed: Table approval of revisions to Policy 501.19 (Student Fee) until policy review meeting with a motion by Mr. Billy Stauffer and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

8. Consider/possibly approve revisions to Policy 1005.03 (Parent Involvement)
Motion Passed: Table approval of revisions to Policy 1005.03 (Parent Involvement)until policy review meeting with a motion by Mr. Billy Stauffer and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

9. Consider/possibly approve the purchase of computers for students and/or staff
Motion Passed: approve the purchase of 182 computers for students 14" Chromebook w/skins and 1 year warranty on a 4 year lease for $13,765 and staff 14.1" Latitude laptop with 3 year extended warranty for $10,690 with a motion by Dr. Cynthia Guerue and a second by Mr. Billy Stauffer. **5 Yeas-0 Nays.**

10. Consider/possibly approve accountant for 2014-15 Audit
Motion Passed: Approval of Rauner & Associates as accountant for 2014-15 Audit at a cost of $12,155 with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

11. Consider/possibly approve administrative recommendation to set the annual Program Capacity
Motion Passed: Approval to set the annual Program Capacity as set in the Resolution Policy 502.02 and Appendix 1 with a motion by Mr. Bill Zwiebel and a second by Mr. Billy Stauffer. **5 Yeas - 0 Nays.**

12. Consider/possibly approve the Agreement for the Purchase of Headstart Services for Children from ESU
Motion Passed: Table approval of the Agreement for the Purchase of Headstart Services for Children from ESU to the policy meeting with a motion by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

13. Consider/possibly approve the Tri-Community Preschool Handbook for 2015-2016
Motion Passed: approval for the Tri-Community Preschool Handbook for 2015-2016 motion by Mr. Billy Stauffer and a second by Mr. David Sherrod.**5 Yeas - 0 Nays.**

14. Discuss ALICAP adjustment for hail damage to facilities and vehicles

15. Consider/possibly approve one month compensation for pre-contract superintendent services
Motion Passed: Approve one month compensation for pre-contract superintendent services with a motion by Dr. Cynthia Guerue and a second by Mr. Bill Zwiebel. **5 Yeas - 0 Nays.**

16. Consider/possibly approve contract term modification for Technology Integration Director
Motion Passed: Approve contract term modification of 1/2 month of pay in July and August for work performed in June, July and early August for Technology Integration Director. Regular contract date is August 1 through July 31 with a motion by Dr. Cynthia Guerue and a second by Mr. Billy Stauffer.
5 Yeas- 0 Nays.

17. Consider setting a date for Stakeholder Meeting for Strategic Planning
Stakeholder Meeting in September and specific date and time is TBD
18. Consider setting a date for a Special Board Meeting to discuss:
- **a. Budget Workshop for 2015-16 fiscal year**
- **b. Policy Workshop**

Special Board Policy meeting and Budget Workshop for 2015-16 fiscal year set for July 24 at 7:30.

VIII. Next Regular Meeting Date August 10, 2015

IX. ADJOURNMENT

Motion Passed: a motion to adjourn 12:01am by Mr. Bill Zwiebel and a second by Dr. Cynthia Guerue. **5 Yeas - 0 Nays.**

Except for an emergency, this agenda shall not be altered later than twenty-four hours before scheduled commencement of the meeting. The Board will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.

Footnote: *Executive Session {84-1410}: These are the reasons for an executive session: strategy sessions for collective bargaining, real estate purchases, pending litigation, deployment of security personnel or devices, investigative proceedings regarding allegations of criminal misconduct and evaluation of the job performance of a personnel when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public body. The motion must state the specific reason listed above and include the phrase "and will be limited to the discussion of personnel"*

_____
Chairperson

_____
Superintendent

Special Budget/Policy Workshop
July 24, 2015 7:30 PM
Multi Purpose Room
Morrill High School

Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world"

2015 Board of Education: Jim Hessler (President), Bill Zwiebel (Vice President), Dick Burford (Treasurer),Cynthia Guerue (Secretary), David Sherrod (Member), Billy Stauffer (Member)

1. CALL TO ORDER FOR SPECIAL MEETING

Discussion:
Call to order at 7:47PM
1.1. Pledge to the Flag
1.2. Roll Call
1.3. Notification of Open Meetings Law Posting
1.4. Recognition of Recording

2. Approval of Agenda

Motion Passed: passed with a motion by Mr. Dick Burford and a second by Mr. Bill Zwiebel.

6 Yeas - 0 Nays.

3. Discuss the 2015-2016 General Fund Budget Draft

Discussion:
Discussion was held regarding the General Budget Draft for 2015-2016 school year.

4. DISCUSS THE 2014-2015 LUNCH FUND BUDGET AMENDMENT

Discussion:
Discussion regarding the 2014-2015 Lunch Fund Budget Amendment took place.

5. REVIEW THE POLICY MANUAL CONSIDERING INCONSISTENCIES WITH PRACTICE

Discussion:
Portions of the policy manual were reviewed and inconsistencies of the policy manual identified for future change.

6. Next Regular Meeting Date August 10, 2015

7. ADJOURNMENT

Motion Passed: Meeting adjorned passed with a motion by Mr. Bill Zwiebel and a second by Mr. David Sherrod.

6 Yeas - 0 Nays.

Discussion:
Adjournment at 12:08

Except for an emergency, this agenda shall not be altered later than twenty-four hours before scheduled commencement of the meeting. The Board will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.

Footnote: *Executive Session {84-1410}: These are the reasons for an executive session: strategy sessions for collective bargaining, real estate purchases, pending litigation, deployment of security personnel or devices, investigative proceedings regarding allegations of criminal misconduct and evaluation of the job performance of a personnel when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public body. The motion must state the specific reason listed above and include the phrase "and will be limited to the discussion of personnel"*

_____
Chairperson

_____
Superintendent

ACCOUNT		JUNE	YEAR-TO-DATE
185-00	DISBURSEMENTS	256,513.58-	2,823,990.47-
271-00	FUND BALANCE	256,513.58	.00
304-12	MOTOR VEHICLE TAX	.00	.00
304-13	MOTOR VEHICLE TAX	.00	75,644.05
304-14	MOTOR VEHICLE TAX	9,516.89	66,334.05
305-08	LEVIED TAX 2008	.00	14.01
305-09	LEVIED TAX 2009	.00	356.23
305-10	LEVIED TAX 2010	.00	424.19
305-11	LEVIED TAX 2011	21.35	565.59
305-12	LEVIED TAX 2012	.00	1,978.38
305-13	LEVIED TAX 2013	.00	962,777.92
305-14	LEVIED TAX 2014	13,656.41	1,510,872.27
306-08	RE & PP INTEREST 2008	.00	11.08
306-09	RE & PP INTEREST 2009	.00	233.21
306-10	RE & PP INTEREST 2010	.00	211.14
306-11	RE & PP INTEREST 2011	8.90	197.91
306-12	RE & PP INTEREST 2012	.00	413.22
306-13	RE & PP INTEREST 2013	.00	11,841.76
306-14	RE & PP INTEREST 2014	142.17	641.71
343-01	STATE APPORTIONMENT	.00	.00
344-01	HOMESTEAD EXEMPT LOSS	10,770.21	63,542.80
344-05	PROPERTY TAX CREDIT	.00	92,819.82
346-01	PRO-RATE MOTOR VEHICLE	2,666.51	10,840.94
346-02	CARLINE TAX	.00	30,361.48
353-01	IN LIEU TAX-NPPD 57 LEVY	.00	46.82
353-03	IN LIEU TAX-HOUSING AUTHORITY	.00	1,371.76
353-05	IN LIEU TAX-GAME & PARKS	.00	.00
357-01	TAX FROM ADJACENT CO-SIOUX	.00	.00
361-01	HOMESTEAD EXEMPT COMMISSION	107.70-	635.42-
363-01	PROPERTY TAX COMMISSION	138.29-	24,905.39-
470-05	COUNTY COURT FINES	.00	125.00
475-03	CONFISCATED ARTICLES-DRUG	.00	.00
533-01	ONE TIME REVENUE	.00	.00
540-01	MISCELLANEOUS REVENUE	.00	.00
590-02	INTERFUND TRANSFER	.00	.00
	CURRENT FUND BALANCE	36,536.45	

SCOTTS BLUFF
MONTHLY COLLECTION REPORT
FUND # 6311 SCHOOL DIST 11 SINKING
JUNE 30, 2015

ACCOUNT		JUNE	YEAR-TO-DATE
185-00	DISBURSEMENTS	1,080.33-	7,246.69-
271-00	FUND BALANCE	1,080.33	.00
304-12	MOTOR VEHICLE TAX	.00	.00
304-13	MOTOR VEHICLE TAX	.00	.00
304-14	MOTOR VEHICLE TAX	.00	.00
305-08	LEVIED TAX 2008	.00	.07
305-09	LEVIED TAX 2009	.00	1.25
305-10	LEVIED TAX 2010	.00	3.48
305-11	LEVIED TAX 2011	.00	.00
305-12	LEVIED TAX 2012	.00	.00
305-13	LEVIED TAX 2013	.00	.00
305-14	LEVIED TAX 2014	59.97	6,634.98
306-08	RE & PP INTEREST 2008	.00	.06
306-09	RE & PP INTEREST 2009	.00	.81
306-10	RE & PP INTEREST 2010	.00	1.72
306-11	RE & PP INTEREST 2011	.00	.00
306-12	RE & PP INTEREST 2012	.00	.00
306-13	RE & PP INTEREST 2013	.00	.00
306-14	RE & PP INTEREST 2014	.63	2.83
343-01	STATE APPORTIONMENT	.00	.00
344-01	HOMESTEAD EXEMPT LOSS	47.29	236.45
344-05	PROPERTY TAX CREDIT	.00	407.62
346-01	PRO-RATE MOTOR VEHICLE	11.71	37.06
346-02	CARLINE TAX	.00	101.66
353-01	IN LIEU TAX-NPPD 57 LEVY	.00	.00
353-03	IN LIEU TAX-HOUSING AUTHORITY	.00	6.02
353-05	IN LIEU TAX-GAME & PARKS	.00	.00
357-01	TAX FROM ADJACENT COUNTY-SIOUX	.00	.00
361-01	HOMESTEAD EXEMPT COMMISSION	.47-	2.35-
363-01	PROPERTY TAX COMMISSION	.61-	66.45-
533-01	ONE TIME REVENUE	.00	.00
540-01	MISCELLANEOUS REVENUE	.00	.00
590-02	INTER-FUND TRANSFER	.00	.00
	CURRENT FUND BALANCE	118.52	

ACCOUNT		JUNE	YEAR-TO-DATE
185-00	DISBURSEMENTS	11,012.90-	73,806.44-
271-00	FUND BALANCE	11,012.90	.00
304-12	MOTOR VEHICLE TAX	.00	.00
304-13	MOTOR VEHICLE TAX	.00	.00
304-14	MOTOR VEHICLE TAX	.00	.00
305-08	LEVIED TAX 2008	.00	.01
305-09	LEVIED TAX 2009	.00	.46
305-10	LEVIED TAX 2010	.00	5.33
305-11	LEVIED TAX 2011	.00	.00
305-12	LEVIED TAX 2012	.00	.00
305-13	LEVIED TAX 2013	.00	.00
305-14	LEVIED TAX 2014	611.36	67,636.55
306-08	RE & PP INTEREST 2008	.00	.01
306-09	RE & PP INTEREST 2009	.00	.31
306-10	RE & PP INTEREST 2010	.00	2.65
306-11	RE & PP INTEREST 2011	.00	.00
306-12	RE & PP INTEREST 2012	.00	.00
306-13	RE & PP INTEREST 2013	.00	.00
306-14	RE & PP INTEREST 2014	6.37	28.73
343-01	STATE APPORTIONMENT	.00	.00
344-01	HOMESTEAD EXEMPT LOSS	482.15	2,410.75
344-05	PROPERTY TAX CREDIT	.00	4,155.20
346-01	PRO-RATE MOTOR VEHICLE	119.37	377.83
346-02	CARLINE TAX	.00	1,036.29
353-01	IN LIEU TAX NPPD 57 LEVY	.00	.00
353-03	IN LIEU TAX HOUSING AUTHORITY	.00	61.41
353-05	IN LIEU TAX-GAME & PARKS	.00	.00
361-01	HOMESTEAD EXEMPT COMMISSION	4.82-	24.10-
363-01	PROPERTY TAX COMMISSION	6.18-	676.74-
533-01	ONE TIME REVENUE	.00	.00
590-02	INTER-FUND TRANSFER	.00	.00
	CURRENT FUND BALANCE	1,208.25	

FINES AND LICENSE TO MORRILL SD #11

FOR THE MONTH OF JUNE 2015 IS $2,380.91

ACCOUNT		JUNE	YEAR-TO-DATE
185-00	DISBURSEMENTS SD 11S GENERAL	72,053.34-	762,865.98
271-00	NET FUND BALANCE	72,053.34	.00
304-06	MOTOR VEHICLE TAX	.00	.00
304-07	MOTOR VEHICLE TAX	.00	.00
304-08	MOTOR VEHICLE TAX	.00	.00
304-09	MOTOR VEHICLE TAX	.00	.00
304-10	MOTOR VEHICLE TAX	.00	.00
304-11	MOTOR VEHICLE TAX	.00	.00
304-12	MOTOR VEHICLE TAX	.00	.00
304-13	MOTOR VEHICLE TAX	.00	5,743.37
304-14	MOTOR VEHICLE TAX	1,366.11	17,988.02
305-01	REAL ESTATE & PERSONAL TAX	.00	.00
305-02	REAL ESTATE & PERSONAL TAX	.00	.00
305-03	REAL ESTATE & PERSONAL TAX	.00	.00
305-04	REAL ESTATE & PRERSONAL TAX	.00	.00
305-05	REAL ESTATE & PERSONAL TAX	.00	.00
305-06	REAL ESTATE & PERSONAL TAX	.00	.00
305-07	REAL ESTATE & PERSONAL TAX	.00	.00
305-08	REAL ESTATE & PERSONAL TAX	.00	.00
305-09	REAL ESTATE & PERSONAL TAX	.00	.00
305-10	REAL ESTATE & PERSONAL TAX	.00	.00
305-11	REAL ESTATE & PERSONAL TAX	.00	43.06
305-12	REAL ESTATE & PERSONAL TAX	.00	.00
305-13	REAL ESTATE & PERSONAL PROPERT	.00	214,284.04
305-14	REAL ESTATE & PERSONAL TAX	1,082.65	463,902.97
306-01	INTEREST	.00	.00
306-02	INTEREST	.00	.00
306-03	INTEREST	.00	.00
306-04	INTEREST	.00	.00
306-05	INTEREST	.00	.00
306-06	INTEREST	.00	.00
306-07	INTEREST	.00	.00
306-08	INTEREST	.00	.00
306-09	INTEREST	.00	.00
306-10	INTEREST	.00	.00
306-11	INTEREST	.00	11.94
306-12	INTEREST	.00	.00
306-13	INTEREST	.00	451.44
306-14	INTEREST	12.09	37.91
324-03	LIQUOR LICENSE FEES	.00	56.7
335-01	FOREST RESERVE FUND	.00	.0
341-60	PROPERTY TAX RELIEF	.00	30,907.3
344-01	HOMESTEAD	.00	1,819.0
346-01	PRO RATE	336.70	1,415.9
346-02	CARLINE TAX	.00	10,455.9
353-01	IN LIEU OF TAX PRIOR TO 1957	.00	12.5
361-01	HOMESTEAD EXEMP COMMISSION	.00	.0
363-01	TAX COMMISSION	10.95-	6,787.3
470-05	COUNTY COURT FINES AND LICENSE	63.18	1,250.8
590-02	INTERFUND TRANSFER	.00	.0
	CURRENT FUND BALANCE	2,849.78	

ACCOUNT		JUNE	YEAR-TO-DAT
185-00	DISBURSEMENTS SD 11S SINK	300.13-	2,155.9
271-00	NET FUND BALANCE	300.13	.0
304-06	MOTOR VEHICLE TAX	.00	.0
304-07	MOTOR VEHICLE TAX	.00	.0
304-08	MOTOR VEHICLE TAX	.00	.0
304-10	MOTOR VEHICLE TAX	.00	.0
304-11	MOTOR VEHICLE TAX	.00	.0
304-12	MOTOR VEHICLE TAX	.00	.0
304-13	MOTOR VEHICLE TAX	.00	.0
305-01	REAL ESTATE & PERSONAL TAX	.00	.0
305-02	REAL ESTATE & PERSONAL TAX	.00	.0
305-03	REAL ESTATE & PERSONAL TAX	.00	.0
305-04	REAL ESTATE & PRERSONAL TAX	.00	.0
305-05	REAL ESTATE & PERSONAL TAX	.00	.0
305-06	REAL ESTATE & PERSONAL TAX	.00	.0
305-07	REAL ESTATE & PERSONAL TAX	.00	.0
305-08	REAL ESTATE & PERSONAL TAX	.00	.0
305-09	REAL ESTATE & PERSONAL TAX	.00	.0
305-10	REAL ESTATE & PERSONAL TAX	.00	.0
305-11	REAL ESTATE & PERSONAL TAX	.00	.0
305-12	REAL ESTATE & PERSONAL TAX	.00	.0
305-13	REAL ESTATE & PERSONAL PROPERT	.00	.0
305-14	REAL ESTATE & PERSONAL TAX	4.75	2,037.21
306-01	INTEREST	.00	.0
306-02	INTEREST	.00	.0
306-03	INTEREST	.00	.0
306-04	INTEREST	.00	.0
306-05	INTEREST	.00	.0
306-06	INTEREST	.00	.0
306-07	INTEREST	.00	.0
306-08	INTEREST	.00	.0
306-09	INTEREST	.00	.0
306-10	INTEREST	.00	.0
306-11	INTEREST	.00	.0
306-12	INTEREST	.00	.0
306-13	INTEREST	.00	.0
306-14	INTEREST	.05	.1
324-03	LIQUOR LICENSE FEES	.00	.0
341-60	PROPERTY TAX RELIEF	.00	98.3
344-01	HOMESTEAD	.00	7.1
346-01	PRO RATE	1.48	4.6
346-02	CARLINE TAX	.00	35.0
361-01	HOMESTEAD EXEMP COMMISSION	.00	.0
363-01	TAX COMMISSION	.05-	20.3
590-02	INTERFUND TRANSFER	.00	.0
	CURRENT FUND BALANCE	6.23	

ACCOUNT		JUNE	YEAR-TO-DATE
185-00	DISBURSEMENTS SD 11S HANDICAP	3,059.47-	21,977.27
271-00	NET FUND BALANCE	3,059.47	.00
304-06	MOTOR VEHICLE TAX	.00	.00
304-07	MOTOR VEHICLE TAX	.00	.00
304-08	MOTOR VEHICLE TAX	.00	.00
304-10	MOTOR VEHICLE TAX	.00	.00
304-11	MOTOR VEHICLE TAX	.00	.00
304-12	MOTOR VEHICLE TAX	.00	.00
304-13	MOTOR VEHICLE TAX	.00	.00
305-01	REAL ESTATE & PERSONAL TAX	.00	.00
305-02	REAL ESTATE & PERSONAL TAX	.00	.00
305-03	REAL ESTATE & PERSONAL TAX	.00	.00
305-04	REAL ESTATE & PRERSONAL TAX	.00	.00
305-05	REAL ESTATE & PERSONAL TAX	.00	.00
305-06	REAL ESTATE & PERSONAL TAX	.00	.00
305-07	REAL ESTATE & PERSONAL TAX	.00	.00
305-08	REAL ESTATE & PERSONAL TAX	.00	.00
305-09	REAL ESTATE & PERSONAL TAX	.00	.00
305-10	REAL ESTATE & PERSONAL TAX	.00	.00
305-11	REAL ESTATE & PERSONAL TAX	.00	.00
305-12	REAL ESTATE & PERSONAL TAX	.00	.00
305-13	REAL ESTATE & PERSONAL PROPERT	.00	.00
305-14	REAL ESTATE & PERSONAL TAX	48.47	20,767.34
306-01	INTEREST	.00	.00
306-02	INTEREST	.00	.00
306-03	INTEREST	.00	.00
306-04	INTEREST	.00	.00
306-05	INTEREST	.00	.00
306-06	INTEREST	.00	.00
306-07	INTEREST	.00	.00
306-08	INTEREST	.00	.00
306-09	INTEREST	.00	.00
306-10	INTEREST	.00	.00
306-11	INTEREST	.00	.00
306-12	INTEREST	.00	.00
306-13	INTEREST	.00	.00
306-14	INTEREST	.54	1.70
324-03	LIQUOR LICENSE FEES	.00	.00
341-60	PROPERTY TAX RELIEF	.00	1,002.50
344-01	HOMESTEAD	.00	72.30
346-01	PRO RATE	15.07	47.70
346-02	CARLINE TAX	.00	357.01
361-01	HOMESTEAD EXEMP COMMISSION	.00	.00
363-01	TAX COMMISSION	.49-	207.69
590-02	INTERFUND TRANSFER	.00	.00
	CURRENT FUND BALANCE	63.59	

Morrill Board of Education Report

August 2015

Tom Peacock

Principal /AD's Report

Nebraska Administrator Days Report: Sessions Attended

<u>College Readiness in NeSA</u>

State Assessment for the 16-17 school year will move to an ELA (English/Language Arts)

- Purpose is to create more Higher Order Thinking Skills
- There will be new sample items, and New practice tests by December
- October will have an opportunity for Prof Dev in these changes.

<u>Rule 10 for Class D schools</u>

Instructional unit are determined by grades given in each class (no grade-doesn't count).

Issues of concern:

- Teacher shortage areas – Neb High School, Dual credit, Distance learning
- Middle School PE vs. Sports

<u>Attendance Issues</u>

- Study showed how student attendance is tied to their engagement in school/classroom.
- Start with a collaboration plan (sample on NDE site) with student/parent/school for addressing attendance issues.
- Referrals to Co. Attorney must include the collaboration plan to prove all has been attempted for improvement.
- Meet with Co Attorney to see what info they must have in a referral.

Brain and Movement and Staff

- Reducing stress, boosting cognition/*brain power.*
- Walking meetings, lunch time hall walks, etc.

Fun facts: A week of 4-5 hours of sleep has the same effect as .1 blood/alcohol level. Legal limit in Nebraska is .08

Walking 3 times a week can reduce chance of Alzheimer's by 60%

New Admin

- State wide twitter and google discussion and question forum once a week.
- Small group discussion with other new principals.

Start of 2015-16 School Year:

1. New staff is in Morrill. I have met briefly with each of them. A new staff inservice will be held Aug. 14th from 8:00-Noon at the high school.
2. Focus for the high school:
    a. Create the by-in for all staff in our Broader-Bolder-Better vision.
    b. Consistency in not only discipline, but all expectations by students and staff.
    c. Creating a positive culture in the school where students are excited.
    d. Recognizing more of the positives in students and staff rather than the negative.
    e. Bring back more school spirit with the help of staff and students.
3. Friday Changes:
    a. First 15 min. of each Friday will consist of an all school "morning meeting".
    b. Pride Changes to make better use of the 1:30-3:30 time.
        i. Mandatory time for 11th-12th to use ACT Test Prep
        ii. Class Sponsor time so not to disrupt the day.
        iii. RTI meetings
        iv. Intervention for student help in their classes

v. Reward/Recognition time for students who are meeting our expectations (movie, games, ice cream sundaes, etc.)

4. Student Enrollment
    a. Grades 7-8: 56
    b. Grades9-12: 87
    c. Total: 143

Activities Report:

Sports

1. All coaching positions have been filled for the 2015-16 School year.
2. First day of fall football practice is Aug. 10th
3. First day of fall volleyball & XC practice is Aug. 17th.
4. There will be a meeting with all JH students Friday Aug. 21st

Track

1. I spoke with Sam Fisher of "Fisher Track" about scheduling the final layer needed on the track surface. He said we are a year beyond where the surface is normally finished.
    a. Scheduling will be done once we submit a purchase order to Fisher Track.
    b. Cost of the surface is based on labor and cost of materials at the time of purchase order.
    c. Currently, the bid to surface all areas of track facility is $60,000.
    d. I asked about adding a color to the surface, and Sam said this is the stage at which it is done.
    e. The added cost of a "blue" surface is $6,000-7,000.
    f. The price of materials would lock in once a purchase order has been sent.
    g. Once complete the surface is guaranteed for 8-10 years.

Bleacher Puller

1. All JH games will be played in the Elementary gym. A need for a puller is now greater due to the transition between games, practice and cleaning.

2. The bid received in December will still be honored.
3. Cost of the “Bleacher Boss”: $2600.00 + shipping of $650.00 = $3250.00

Code of Conduct Change

1. The athletic handbook does not address a year-round expectation for athlete conduct.
2. As we are preparing students, as well as athletes, for success for their futures, our expectation for a “code of conduct” they adhere to should be a year-round expectation.
3. After discuss with Mr. Sherwood, we would like to revise the athletic policy to include student/athlete conduct year-round.

Coaching assignments have all been filled.

1. Fall practice has started in footall
2. Volleyball/XC will start practice on the 17th.

Morrill Public Schools

2015-2016

Junior-Senior High School Student Handbook

Tom Peacock, Principal / AD

MISSION STATEMENT:

Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world.

411 East Hamilton Street
Morrill, Nebraska 69358
Phone: 308-247-2149
Fax: 308-247-2196

For more information about our schools, visit us on the World Wide Web at:
http://www.morrillpublicschools.org

Please return the appropriately signed forms in the back of the handbook to the high school office

MORRILL BOARD OF EDUCATION

President ……...……..……. Mr. Jim Hessler

Vice President …….…..……..…….……Mr. Bill Zwiebel

Secretary …….……..Dr. Cynthia Guerue

Treasurer……..…..……...……..Mr. Dick Burford

Board Member……...……..……Mr. David Sherrod

Board Member……..……..Mr. Billy Stauffer

SCHOOL DISTRICT ADMINISTRATION TEAM

Superintendent …….…..…….…….. Mr. Joe Sherwood

Junior-Senior High School Principal / AD ….....…...……..Mr. Tom Peacock

Elementary Principal…….……..…….……...Mrs. Keri Homan

Technology Integration Director…….Mrs. Cary Laucomer

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

(From Board Policy 102)

The primary purpose of education in this school district is to impart knowledge so that students will have a cause to think objectively, to discriminate intelligently, and to express thoughts clearly.

The school recognizes each student as an individual, differing in ability and socio-economic background. The school will, therefore, attempt to provide an opportunity for each individual to reach his or her full potential as a student and member of a democratic society.

Objectives:
The Morrill Public School District will strive to provide for:
1. Mastery of the basic skills
2. Fostering of an inquiring mind
3. Development of communication skills (think, listen, discriminate, and express)
4. Development of decision making abilities
5. Understanding of one's self and of others
6. Encouragement of individuality
7. Understanding of democratic principles and economic skills
8. Developing healthy attitudes toward life in a changing society
9. Fostering of moral, ethical, and spiritual values
10. Development of physical and mental health

MORRILL JUNIOR-SENIOR HIGH SCHOOL
SCHOOL SAFETY PLEDGE

AS STUDENTS OF THIS SCHOOL WE…

HAVE A RIGHT TO A SAFE AND HEALTHY SCHOOL ENVIRONMENT

ALL HAVE A ROLE IN SCHOOL SAFETY AND VIOLENCE PREVENTION

SHOW RESPECT FOR OTHERS

DO NOT BRING WEAPONS TO SCHOOL OR TO SCHOOL ACTIVITIES

REPORT SUSPICIOUS ACTIVITY TO SCHOOL AUTHORITIES OR POLICE

REPORT THREATS OF VIOLENCE TO TRUSTED ADULTS

DO NOT TOLERATE BULLYING AND REPORT IT DO

NOT TOLERATE HARASSMENT AND REPORT IT

WELCOME NEW STUDENTS AND HELP THEM FEEL AT HOME

SETTLE DISAGREEMENTS WITHOUT VIOLENCE

ARE SAFE, SECURE, AND READY TO LEARN

August 1, 2015

Dear Students, Parents, Guardians, and Families:

Welcome to the 2015-2016 school year at Morrill Junior-Senior High School! The purpose of the Student Handbook is to acquaint you in writing with some of the rules, regulations, and general information regarding Morrill Junior-Senior (7-12) High School. The Student Handbook cannot adequately cover all situations that may arise. However, it will serve as a basic guide to assist you throughout the school year.

Our team of professional educators, support staff, and myself work hard to provide an educational environment where every student can learn, and all teachers will facilitate learning for every student. We make every effort to prepare every student at Morrill to meet the goals and objectives necessary for the career and college bound environments of tomorrow.

It is important that you be well informed, regarding this handbook's contents. The handbook is to be read and discussed in detail by every student and his/her parents (guardians). If, after reading the contents, you have any questions, please include them on the Parent Receipt Form attached in the back of this handbook.

Please remember, all students must turn in a signed "PARENT/STUDENT RECEIPT FORM" attached to the back of this Handbook. In addition, your first period teacher will review this handbook with you in class by Monday, August 28, 2015. Your familiarity with the handbook will enable you to understand the goals and the rules of the school.

I encourage you to make learning one of your top priorities and that requires your best efforts at school every day. From all of the Morrill Junior-Senior High School staff, we wish you a very successful year at school and I hope that your experiences are challenging, enjoyable, and rewarding.

Yours sincerely,

Tom Peacock

Principal

Morrill Junior-Senior High School

NOTE: The Student Handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it chooses. The rules, regulations and policies contained in this handbook will be constantly monitored for effectiveness. You will be notified of changes or additions.

STATEMENT OF NONDISCRIMINATION

Morrill Public Schools does not discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment of any of its programs or activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

In order to fulfill obligations under Section 504, the Morrill Public School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under section 504 (Part D), which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The school counselor will serve as the designated Section 504 coordinator. If there are questions concerning the 504 program, please feel free to contact the counselor during regular school hours.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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 Morrill 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 who serves 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 Morrill School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue S.W.

WASHINGTON, D.C. 20202-4605

NOTICE FOR DIRECTORY INFORMATION

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

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs;
Enrollment status; and
Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. If you do not want Morrill Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment. Morrill Public Schools has designated the following information as directory information:

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of attendance
-Grade level
-Participation in officially recognized activities & sports
recognized activities & sports
-Weight & height of members
of athletic teams
-Degrees, honors, and
awards received
-The most recent educational
agency or institution attended

Morrill Public Schools

2015-2016 Calendar

2015

AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				11	8

SEPTEMBER

S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					21	19

OCTOBER

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					22	20

NOVEMBER

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29	30					
					18	18

DECEMBER

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27	28	29	30	31		
					16	15
					88	80

HOME OF THE LIONS

August 2015

17-19- TeacherIn-Service

20 - First Day of Class

September 2015

7- Labor Day

28-29 - PD A+ & ESU

October 2015

16 - End of 1st Quarter (39)

19 - Teacher Workday-Grades Due

22 - No School P/T Conferences12 - 8 PM

November 2015

25 - 27 Thanksgiving Break

December 2015

21 - End of 2nd Quarter (43/42)

22 - Teacher Workday-Grades Due

23-31 Christmas Break

January 2016

1 - Christmas Break

4 & 5 - PD A+ & ESU

6 - Students Return

February 2016

15 No School - ESU PD Day

March 2016

11- End of 3rd Quarter (47)

14 - Teacher Workday-Grades Due

17 - No School P/T Conferences12 - 8 PM

25 & 28 - Easter Break

April 2016

20-22 No School PD - NETA

May 2016

10 - Senior's last day

11 -Graduation Practice/Senior Lunch

14 - Graduation

18 - End of 4th Quarter (46)

19 Teacher Work Day-Grades Due

2016

JANUARY

S	M	T	W	Th	F	S
					1	2
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24	25	26	27	28	29	30
31					20	18

FEBRUARY

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28	29				21	20

MARCH

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27	28	29	30	31		
					21	19

APRIL

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					21	18

MAY

S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				
					14	13
					97	88

First/Last Days of School & End of Qtr

No School/Vacation Day

P/Tconferences Comp Day

Work day/No School

Professional Development

185 Staff Contract Days

Board Approved August 10, 2015

167 Kindergarten days 1169 hours

168 1st - 11th days 1176 hours

165 Senior days 1155 hours

MORRILL JR.-SR. HIGH SCHOOL 2015-2016
BELL SCHEDULE

Normal

1st hour	7:55 - 8:45	50 Minutes
2nd hour	8:48 - 9:38	50 Minutes
3rd hour	9:41 - 10:36	50 Minutes
4th hour	10:39 – 11:29	50 Minutes
5th hour	11:32 – 12:22	50 Minutes
LUNCH	**12:22 – 12:55**	**33 Minutes**
6th hour	12:58 –1:48	50 Minutes
7th hour	1:51-2:41	50 Minutes
8th hour	2:44-3:34	50 Minutes

Friday Pride Time

Connections	7:55 - 8:07	13 Minutes
1st Hour	8:10 - 8:44	34 Minutes
2nd Hour	8:47-9:21	34 Minutes
3rd Hour	9:24 – 9:58	34 Minutes
4th Hour	10:01 – 10:35	34 Minutes
5th Hour	10:38 - 11:12	34 Minutes
6th Hour	11:15 – 11:49	34 Minutes
7th Hour	11:52 – 12:25	33 Minutes
LUNCH	**12:25 - 12:55**	**30 Minutes**
8th Hour	12:58 - 1:34	36 Minutes
Pride Time	1:37 – 3:30	115 Minutes

2-Hour Late Start

1st Hour	10:00 - 10:34	34 Minutes
2nd Hour	10:37 - 11:11	34 Minutes
3rd Hour	11:14 - 11:48	34 Minutes
4th Hour	11:51 - 12:25	34 Minutes
LUNCH	**12:25 - 12:57**	**32 Minutes**
5th Hour	1:00 - 1:35	35 Minutes
6th Hour	1:38 - 2:13	35 Minutes
7th Hour	2:16 - 2:51	35 Minutes
8th Hour	2:54 - 3:30	36 Minutes

UNIVERSAL RULES IN ALL 7-12 CLASSROOMS

- Show respect for other students, teachers, and property of others. (No bullying, fighting, verbal putdowns. Allow teacher to teach)

- Students will arrive to class well prepared. (Books, pen/pencil, paper, finished homework, etc.)

- No Cheating! Incidents of cheating will be reported to the office for appropriate disciplinary action, and will become a part of the student's academic record.

- No profanity or slang substitutes for profanity.

- Students will not have food, pop, or candy in the classroom unless approved by the teacher in advance. NO SUNFLOWER SEEDS.

- Clear water bottles with water are permitted

- Students will have a written pass from a teacher at all times if they leave the classroom.

- All Teachers will post and enter into Infinite Campus two grades per week minimum.

NOTIFICATION CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Morrill Public Schools will give parents the following information about their child's classroom teacher:

(1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(2) Whether the teacher is teaching under an emergency or provisional teaching certificate.

(3) The 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 whether their child is being provided services by a paraprofessional and, if so, the qualification 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, Morrill Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

NOTIFICATION OF STUDENT FEE POLICY

Board Policy 504.19

The Public Elementary and Secondary Student Fee Authorization Act was adopted by the Legislature on April 11, 2001. It requires the adoption of a student fee policy. Please contact the school if you would like a copy of the policy.

HOMELESS POLICY NOTICE

Board Policy 503.09

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

The Superintendent shall serve as the District's designated 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 services 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.

REPSONSE TO INTERVENTION TEAM (RTI)

To support and assist struggling learners, Morrill Jr.-Sr. High School has a Response to Intervention (RTI) Team that is designed to assist students who are experiencing educational difficulties in regular educational programs. The team consists of several teachers, the guidance counselor, and the principal.

Teachers, the school counselor, administration, or a parent/guardian can refer students to the RTI Team. Upon referral, the RTI Team is activated and a meeting is held to brainstorm possible intervention strategies that would be of benefit to the student. The strategies are monitored for a specific amount of time and the effectiveness of the strategies evaluated. Hopefully, by implementing these strategies, we can assist struggling students to become more successful in school.

TITLE IX

The Superintendent shall designate the District's Title IX Coordinator. Students, their parents, and employees of the Morrill School District are hereby notified that this school does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Inquiries regarding compliance with Title IX may be directed to Cary Laucomer, (308)247-2149.

BULLYING PREVENTION
Board Policy 504.20

The Board of Education recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events.

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

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

Definition—"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal and physical aggression, threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment occurs on the basis of gender, disability, race or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Reporting---Staff shall not tolerate any bullying or harassment on school grounds or at any school activity on or off campus. Staff members who observe or become aware of an act of bullying or harassment shall take immediate, appropriate steps to intervene. If physical intervention poses a threat to a staff member's safety, the staff member is to take whatever other prudent action that will result in addressing the bullying. Staff members shall also report all acts of bullying to their building principal and shall file a report providing as much information as possible to assist in any investigation.

Investigation---Upon learning about a bullying incident, the building principal or designee shall contact the parents of both the aggressor and the victim, interview the students, involved witnesses, school staff, and parents; review the school records of those involved, and identify any other pertinent issues. Upon the filing of a written report or complaint of bullying, the building principal shall file a report of his/her investigation to the Superintendent of Schools within five (5) working days, and may invoke the appropriate consequences as outlined in the next paragraph.

Consequences---Consequences for students who bully others shall depend on the results of the investigation, and may include required counseling, parent conferences, detention, suspension up to ten school days, expulsion-up to the remainder of the semester-or involuntary assignment to an alternative education setting. Depending on the severity of the incident, or the repeated offense, the principal may also take appropriate steps to ensure student safety.

These may include implementing/ separation and supervision of the students involved; providing staff support for students as necessary; reporting incidents to law enforcement; and developing a supervision plan with the parents.

Students who are the victim of bullying and/or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

HARASSMENT BY STUDENTS

Board Policy 504.18

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

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

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

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

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

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

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

The district, will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy.

These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

NEBRASKA ANTI-HAZING LAW

28-311.06 Hazing, defined; penalty 1-for the purposes of this section and section 28-311.07:

Hazing shall mean an activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1) (b) of this section. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; and organization shall mean an organization of student members operating under the sanction of a postsecondary educational institution but shall not include the alumni organization or any corporation which owns the house or real estate of such organization.

(2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

(3) Any organization as defined in subdivision (1) (b) of this section whose members commit the offense of hazing in violation of the provisions of this section shall be punished by a fine of not more than ten thousand dollars.

Morrill Public Schools complies with all Nebraska State Laws. Any participant involved in hazing as stated in state statue, could be suspended from activity participation. The administration will conduct an investigation and determine if a suspension is warranted. The suspension will range from 28 days to removal from activity.

DATING VIOLENCE AND PREVENTION

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

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

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

Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

ADDRESSING BARRIERS TO ATTENDANCE

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed and annually reviewed in collaboration with the county attorney for the district's principal office location, is an attempt to address the barriers to student attendance. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to illness and shall state the circumstances and number of absences or hourly equivalent upon which the school shall render all services to address barriers to attendance.

Any superintendent, principal, teacher, or member of the school board who knows of any violation of the state school attendance laws (79-201) shall report that violation to the school attendance officer within 3 days.

The superintendent shall designate an attendance officer. The attendance officer will immediately investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has exceeded the number of unexcused absences as defined in the student handbook, the school shall render all services to address barriers to attendance. These services shall include the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

2. A meeting or meetings between the school attendance officer, school social worker, a school administrator or designee, the person who has legal or actual control of the child, and the student (when appropriate) to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
   (i) Illness related to physical or behavioral health of the child;
   (ii) Educational counseling;
   (iii) Educational evaluation;
   (iv) Referral to community agencies for economic services;
   (v) Family or individual counseling; and
   (vi) Assisting the family in working with other community services.

Approved_____Reviewed_____Revised _____

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The superintendent shall report 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 school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

Legal Reference:	Neb. Statute 79-208 and 209
	NDE Rule 10.012.01B
Cross Reference:	411.03 Attendance Officer
	505 Student Discipline
	506 Student Activities
	507 Student Records

ATTENDACE OFFICERS

The attendance officers in the Morrill School District are the Junior-Senior High School principal and the Elementary School principal.

ABSENCE CLASSIFICATIONS

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require approval in advance.

An absence for any of the following reasons will be excused, provided the required procedures have been followed: 1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents). 2) Illness which causes a student to be absent from school **with a doctor's note**. 3) Doctor or dental appointment which require student to be absent from school. 4) Court appearances that are required by a court order. 5) School sponsored activities which require students to be absent from school. 6) Family trips in which student accompanies parent(s)/legal guardian(s). 7) Other absences, which have received prior approval from the Principal.

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

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

STUDENTS NOT ATTENDING CLASS:

Any student who is habitually absent will face the possibility of expulsion from school. For the purpose of this policy, twenty (20) days of absence within **one school year** will be classified as being habitually absent. When a student reaches the fifteenth (15th) day of absence, a letter of notification will be sent to the parent and/or guardian informing them of the number of days of absences and that the student may face the possibility of expulsion if the number of days reaches twenty (20) days during the school year. If the number of days of absence for a student reaches twenty (20) days during the school year, the parent and/or guardian will be notified that the student is being dropped from the attendance roster.

ARRIVAL AT SCHOOL:

School supervision does not start until approximately 7:45 a.m. Students should not arrive until there is adequate supervision available. Doors to the building will be locked until 7:45 each morning. On bad weather days the doors will be opened when the principal/superintendent deems it necessary.

Regardless of the time of day, unless an administrator, teacher or para-professional is supervising a student, he/she will not be allowed in the building. Students will be required to obtain prior permission from a teacher they are wishing to see before being allowed in the classroom.

PRE-ARRANGED ABSENCES:

Absences for reasons other than illness, death in the family, or an emergency must be arranged through the principal's office in sufficient time that work can be made up before the absence is to occur. Failure to follow pre-arranged absence procedures will be grounds for an instructor to assign zeros for the assignments the student misses due to the absence.

ADDRESSING BARRIERS TO ATTENDANCE:

A student will be considered truant if he/she is absent without the knowledge and permission of his/her parents **or** the school. A student will also be considered truant for cutting classes or leaving a class or the building without permission from the principal's office.

STUDENT OBLIGATIONS:

-to be in class or study hall during the regular school hours and at the announced scheduled times.

-when leaving the school or returning to the school, during school hours, you must report your absence and return to the office; a failure to do this will result in the student being considered truant and will be subject to disciplinary action by the principal.

- to obtain an *Prearranged Absence Slip* or an *Activities Absence Slip* for those occasions that they know in advance they will be absent. This should be taken care of at least three (3) days prior to the anticipated absence.

- to have all work made up in advance for all anticipated absences including school sponsored activities unless arrangements have been made with the teacher to turn the work in at a later date.

- students must attend school on any day they expect to participate in a scheduled student extra-curricular activity; any deviation to this requirement must have prior administrative approval. Any unexcused

absence (full day/partial period) on the day of an extracurricular activity will result in the student being suspended from the activity scheduled on that day.

- make-up work, **with the exception of participation grades**, which was missed due to an excused absence; two (2) days, will be allowed for each day absent to make-up missed work. (Thus, if a student is absent four (4) days, he/she will be given eight (8) days to get his/her work made up.) For an extended illness of five (5) or more days, special arrangements will be made with individual teachers to extend the amount of make-up time that will be allowed; however, a teacher may only grant this extension one time for each period of illness. A doctor's note approving the student's return to school is required when a student misses school for five (5) or more consecutive days due to illness.

TEACHER OBLIGATIONS:

- Provide assigned homework, which may include written work not required of students in attendance, for each period of student absence.
- Make arrangements with students to receive missed instruction on missed content.
- Correct any work that is submitted to them for which time has expired and return it to the student for future reference and use.
- In grading, mark "incomplete" in Infinite Campus for the period of student absence. After time has expired, mark appropriate grade.
- Discuss attendance concerns with students in a timely manner.

PARENT OBLIGATIONS:

- Encourage and require students over whom they have parental authority to attend school regularly.
- Within 24 hours of each absence call the office or send a note with their child to inform the school of the reason for each student absence. Failure to do so will result in the absence being classified as unexcused.
- Submit a doctor's statement for office visits.
- Submit a doctor's statement for each student absence due to extended illness when a student misses five (5) consecutive days or more.
- Appeal any attendance decisions with the principal in a timely manner.

STUDENT DISCIPLINE

RATIONALE:

The primary purpose of our rules included in this policy is to monitor the behavior of students at their place of work.

Because a student's behavior away from school can influence school goals, our rules may be applied to a student's behavior away from school if an educational interest can be established.

Both society and schools are governed by laws, values and standards of conduct that influence and regulate individual behavior. A basic function of our school rules is to prepare students to live within the accepted framework of society. Our rules are not meant to threaten students; they are meant to enhance their growth as members of society.

CODE OF BEHAVIOR:

These practices are expected of all students:

1. Be honest
2. Be courteous
3. Be considerate of others feelings
4. Be respectful to others and to school property
5. Follow all rules and regulations of the school
6. Use sound judgment and common sense
7. Take pride in your school and in your appearance
8. Strive to always do your best in all your schoolwork
9. Strive for knowledge, wisdom, and respect

GENERAL CODE OF CONDUCT:

The general code of conduct that should govern the actions of individuals as they attend Morrill Junior-Senior High School.

Students and adult personnel will at all times demonstrate respect for the individual worth and dignity of those with whom they have contact.

GENERAL EXAMPLES OF MISCONDUCT:

a. Disrespect for individuals and/or rules is not acceptable behavior nor are activities such as insubordination, student initiation, name calling, student hazing and similar behaviors.

b. The use, possession, being under the influence of or delivery of intoxicating beverages, E-Cigarettes, tobacco and/or illegal and/or look alike drugs on school grounds or at any school, activity is prohibited.

c. Theft or destruction of school or private property.

d. Students who willfully destroy school property will pay for the property and are subject to discipline.

e. Fighting, gambling, public displays of affection, lewd language or printed material, profanity and unsportsman-like conduct are unacceptable behavior and cannot be tolerated in school or at school activities.

f. Sexual/racial harassment of any student by an individual under jurisdiction of Morrill Public Schools is expressly prohibited as a violation of law and Board policy.

g. Aiding or abetting any type of misconduct.

h. Any other conduct, which substantially interferes with school purposes, will not be permitted.

i. Students are expected to obey these rules, other rules listed in this handbook, the rules of any host school when we are their guests, and all laws of the United States and/or the State of Nebraska. ***LOCAL LAW ENFORCEMENT AUTHORITIES WILL BE NOTIFIED WHENEVER A LAW HAS BEEN BROKEN.***

j. Teachers have the authority and responsibility for establishing, communicating, and enforcing rules for student conduct within their own classroom.

These rules are established within the guidelines of school policy and law. Therefore, it is mandatory that students adhere to these rules.

Students who choose not to obey these rules will be subject to disciplinary action. The discipline may include, but not be limited to, any of the following: 1) loss of student privileges in regard the noon hour; 2) loss of student privileges in regard to extra-curricular activities such as drama, music, athletics; 3) detention before or after the normal school day; 4) in-school suspension; 5) an out-of-school short-term suspension from school for five (5) or fewer days; 6) an out-of-school long-term suspension for six (6) to twenty (20) days; 7) expulsion from school and all school activities for the remainder of the semester; 8) expulsion from school and all school activities for the remainder of the semester and the following

semester if the offense occurs within ten (10) days of the end of the semester; 9) expulsion for a calendar year for firearm violations; and/or 10) any other logical consequences that may apply.

STUDENT DUE PROCESS:

Short-Term Suspension - Due Process Guarantees

l. Short-term suspensions are for periods of time up to and including five (5) days. All assignments completed during out-of-school suspension are due upon the student's return to school. During a student's first short-term suspension, he/she will receive 80% of the original grade earned on any assignments given during the suspension. During a student's second short-term suspension, he/she will receive 70% of the original grade earned on any assignments given during the suspension. All subsequent short-term suspensions will result in a student receiving a zero for any assignments given during the suspension. A student serving an out-of-school suspension is not allowed to participate in or attend any school activities or functions during the suspension.

2. Before imposing suspension the Principal will make an investigation and give the student oral or written notice of charges, an explanation of the charges, and the opportunity to present his/her version.

3. The Principal may suspend a student after it is determined that the consequence is necessary to help the student or to prevent interference with school purposes.

4. The Principal will, within 24 hours (or such time as is reasonably necessary) following suspension, send a written statement to the student and the parents/guardians that describes the student's conduct or violation of rules and gives a reason or reasons for the action taken.

5. The Principal will make a reasonable effort to confer with the parents/guardians before, or at the time, the student returns to school.

Long-Term (6-19 days) Suspension or Expulsion - Legal Grounds

During a student's first long-term suspension, he/she will receive 80% of the original grade earned on any assignments given during the suspension. During a student's second long-term suspension, he/she will receive 70% of the original grade earned on any assignments given during the suspension. All subsequent long-term suspensions will result in a student receiving a zero for any assignments given during the suspension. A student will receive zeros for all assignments that occur during an expulsion. A student serving an out-of-school suspension or expulsion is not allowed to participate in or attend any school activities or functions during the suspension/expulsion.

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by the 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:

a. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes;

b. 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;

c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;

f. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, inhalants or being under the influence of any of the above; possession of drug paraphernalia; or 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.

g. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age, but less than nineteen years of age;

h. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in section 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

i. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

j. A repeated violation of any rules and standards validly established pursuant to section 79-262, if such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

Emergency Exclusion from School - Legal Grounds

a. Dangerous communicable disease.

b. Creating a danger to self or others.

c. Disrupting the opportunity of others to learn.

Long Term Suspension, Emergency Exclusion and Expulsion - Due Process Guarantees

Long-term out-of-school suspensions are for periods of time including or exceeding six (6) days, but less than twenty (20).

Emergency exclusion may not last longer than necessary to avoid the threats of the emergency.

An expulsion is a suspension for the remainder of the semester.

When misconduct occurs within ten (10) days prior to the end of the first semester, the expulsion will remain in effect through the second semester. When misconduct occurs within ten (10) days prior to the end of the second semester, the expulsion will remain in effect through the first semester of the following school year.

The expulsion of a student for (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 as provided in subdivision (3) of section 79-267 or (b) the knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the end second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

The expulsion of a student for the knowing and intentional possession, use, or transmission of a firearm as defined in 18 U.S.C. 921 as of January 1, 1995 shall be for a period as provided by the school district policy adopted pursuant to section 79-263. This subsection shall not apply to (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b)

firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the Board of Education. Otherwise, the student may be readmitted by action of the superintendent.

Before imposing discipline the Principal will make an investigation and give the student oral or written notice of charges, an explanation of the charges, notice of the accuser, and the opportunity to present his/her version.

The Principal will file with the Superintendent, on the date of the decision to suspend, expel, or exclude, a written charge and summary of the evidence in the case.

The school shall, within two school days after the decision to discipline in this manner, send a written notice by registered or certified mail to the student and his or her parent or guardians informing them of the rights established under the Student Discipline Act. This notice will include the following information: 1) the rule or standard of conduct violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student; 2) the penalty, if any, which the principal has recommended in the charge, and any other penalty to which a student may be subject; 3) a statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges; 4) a description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing; 5) a statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substances of their testimony; and 6) a form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in section 79-268.

Authority to Suspend Until a Hearing

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

PROGRESSIVE DISCIPLINE PROCEDURES:

The school's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the following charts. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by the principal, he/she will receive a specific number of points. Any points received shall be cumulative throughout each semester. Accumulation of 50 or more points in any category or combination thereof, during any semester, will result in recommendation to the Board of Education of Education for expulsion from Morrill Public Schools.

Because a student's behavior away from school can influence school goals, our rules may be applied to a student's behavior away from school if an educational interest can be established. Fights and assaults at school activities, and/or on the way to or from school will be handled in the same manner. All students have the right to feel safe on the way to and from school.

Also, if the school participates in an activity that lasts more than one day, school rules will apply for the duration of the activity even if there are no Morrill students actively participating in the event. For example, if the basketball teams lose in the first round of a tournament, school rules will apply for the remainder of the tournament even though the teams are not competing.

Definitions of Terms

The following Definitions of Terms is provided in order to help clarify inappropriate behaviors. The list of definitions is not meant to be all-inclusive, but rather to serve as a guide. The administration of the "Progressive Discipline Procedures" cannot be an absolute for all students in all situations; therefore, the administration will consider mitigating circumstances when assigning discipline to individual students. In the event that a student's offense does not fall within a defined category, the administration will assign discipline at a level consistent with like offenses.

Bottles/Containers

No bottles/containers are to be brought into the building without the permission of the principal. This includes items such as pop, juice, water, etc.

Cheating

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.

Detentions

Time during the day (before and after school) when a student is required to report to a specified area to make up time. Examples of reasons for being assigned detention would be misbehavior, tardies, lack of effort in class or classes, etc. Any student assigned detention will be allowed to choose detention that day or the next school day.

Disrespect to a Faculty Member

Lack of respect toward any employee of Morrill Public Schools.

Disruption of School/Class/Assemblies

Examples include: Yelling and/or running in the halls, persistent talking without permission, horseplay, throwing things, etc.

Disruptive Objects

Tacks, whistles, rubber bands, water guns, etc.

Electronic Devices:

Electronic devices such as iPods, MP3 players, CD players, radios, Walkman, tape players, lap tops, etc. are not to be brought to school without teacher permission. Approval will be based on educational need. **Cell phones, pagers, or other communication devices are not permissible in school and/or the**

classroom. Morrill Jr/Sr High School is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time). Students bring these items to school at their own risk.

Explosives, Fireworks, and Foul Substances

Any article containing an explosive or combustible substance-including fireworks- or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

Extortion/Blackmail

The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

False Alarm of Fire

Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

False Call

The act of claiming the name of another person to excuse a student from class or school.

Fight/Assault

The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.) Each fight is considered to involve at least two active participants. Fights should be reported to the office immediately.

Assault is defined as a physical attack by one student toward another student or adult. Assaults should be reported to the office immediately.

The principal will recommend the expulsion of any student involved in his/her second fight/assault. The principal's recommendation for expulsion due to fights or assaults can be delayed by appealing to a "Jury" composed of four (4) faculty or staff members. The "Jury" will listen to the testimony presented and make a final decision. A request to appear before the fight jury must be made within 24 hours of the fight/assault.

Forgery

The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or parental notes.

Gross Misbehavior

Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well-being of others including the promotion of fighting.

Harassment/Intimidation

Any act of threat by force or verbalization against another person.

Illegal Entry

Forced entry or entry without administrative authorization into a building, room or school property.

Inappropriate Behavior/Gestures

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.

Inappropriate Dress/Speech

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. See “Dress Code” provisions for specific details.

Indecent Exposure

Making any open or indecent exposure of his or her person or the person of another.

Indecent Material

The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

In-School Suspension

The student will attend school, but will be placed in isolation from the general student body. The student will be expected to complete all work assigned and the student will receive credit for completed work.. The student will not be allowed to take part in any school activity scheduled for that date.

Insubordination

Disregard for the authority of a staff member.

Littering

To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacle set aside for such purposes.

Loitering

Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Member of the Administrative Staff/Designee

A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

Misuse of School Materials

Misusing and/or using school materials in an unauthorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, FCS food products, etc.

Other School Personnel/Staff Members

All school district employees and functionaries except teachers. The term includes, but is not limited to, secretaries, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

Physical or Verbal Assault

The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

Plagiarize

To steal and pass off as one's own work without crediting the source.

Possession or Illegal Use of Weapon

The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession/Use of Tobacco/E-Cigarettes

Smoking by any students or the possession of smoking materials and/or chewing tobacco is not permitted on school property.

Profanity

The use of language that is unacceptable to school/community standards.

Public Display of Affection

The showing of affection that is not appropriate in the school setting such as kissing, embracing, etc.

School Property

Any building, buildings, part of any building, structure, land or property of the school district or any property that is being leased or used by the school district.

Theft 1

The act of acquiring and/or being in possession of the property of another, without consent, at a value less than $100.00

Theft 2

The act of acquiring and/or being in possession of the property of another, without consent, at a value of greater than $100.00

Trespass

Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart there from by members of the school staff, refusing or neglecting to depart there from.

Truancy

A student will be considered truant if he/she is absent without the knowledge and permission of his/her parents **or** the school. A student will be considered truant for cutting classes or leaving a class or the building without permission from the principal's office.

Unauthorized Games in School Building

Gambling, poker, electronic games, computer games, etc.

Unlawful Intimidation of School Authority

Interfering with administrators, teachers or other school personnel by force or violence.

Vandalism 1

Destruction of school property of property belonging to another at a value of less than $100.00.

Vandalism 2

Destruction of school property or property belonging to another at a value of more than $100.00.

Verbal/Physical/written Threat to Teacher/Staff

Any verbal, physical, or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity

Offensive, lewd, obscene behavior or speech.

Possession/Use of Weapons/Use of Force

A weapon is any item specifically designed for use as a weapon or any everyday item that is used in an attempt to threaten or harm another person. Students are to leave at home any pocket knives, laser pointers, metal bars, toy guns or knives, fireworks, lighters, or any object or material that is ordinarily or generally considered to be a weapon. These items will be confiscated and turned over to the local law enforcement authorities. In addition, the student may be suspended or expelled from school. If the weapon is a firearm, the expulsion will be for a calendar year.

"Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

2) The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds. If the weapon is not a firearm the expulsion will not exceed the remainder of the current school year if this offense occurs in the first semester and the expulsion will remain in effect for the remainder of second semester, summer school, and first semester or the following school year if the offense occurs in the second semester.

5) Photos that contain weapons will not be published in the school yearbook, senior alumni pictures, or any other pictures used for school purposes.

TOBACCO-FREE ENVIRONMENT

School district facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material and may be required to leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

PROGRESSIVE DISCIPLINE LEVELS AND EFFORTS TO KEEP STUDENTS IN SCHOOL:

A: Detention
B: Multiple Detentions
C: 1-5 Days In-School Suspension
D: 5-10 Days In-School Suspension
E: 1-5 Days Out-of-School Suspension
F: 5-10 Days Out-of-School Suspension
G: Recommend Expulsion
H: Referral to appropriate authorities for prosecution.

NOTE: Substitute Teachers play a unique role in continuing the educational mission of Morrill Junior-Senior High School while a teacher is absent from the class. It is critically important to insure that the substitute's experience at Morrill Junior-Senior High School will be positive, so that they will continue their service to the school. Note: assigned points and punishments will be doubled from the Progressive Discipline Chart for offenses incurred under the direction or supervision of a substitute.

There are several categories of inappropriate student actions listed in the table below. The categories range from **Category 1** offenses, which are minor offenses, those not typically associated with disrupting the learning process, to **Category 8** offenses, those that are criminal in nature and result in an automatic recommendation for expulsion. The following list is not meant to be totally inclusive. The principal will decide the appropriate placement for any inappropriate behavior not specifically addressed in the following table.

PROGRESSIVE DISCIPLINE CHART OF CONSEQUENCES

REPETITION

Category 1 Offenses	PTS	1st
1. Bottles/Containers in school	0	A(Confiscation of item)
2. Public display of affection	0	A
3. Minor cafeteria misbehaviors	0	A
4. Failure to keep locker clean	0	A
5. Dress code violations	0	A
6. Littering	0	A
7. Food in locker	0	A (Confiscation of item)
8. Inappropriate use of vehicle	0	A
9. Misuse/no pass	0	A
10. Bus misbehavior	0	A
11. Electronic device w/o permission	0	A (Confiscation of item)
12. Other	0	A

Category 2 Offenses	PTS	1st	2nd	3rd	4th	5th
13. Repeated violations of Category I	8	A	B	C	D	E
14. Chronic tardiness	8	A	B	C	D	E
15. Disruption of class/school	8	A	B	C	D	E
16. Disruption of assembly	8	A	B	C	D	E
17. Parking inappropriately	8	A	B	C	D	E
18. Inappropriate behavior/materials	8	A	B	C	D	E
19. Spitting	8	A	B	C	D	E
20. Disruptive objects (Confiscation)	8	A	B	C	D	E
21. Profanity/vulgarity/inappropriate language	8	A	B	C	D	E
22. Unauthorized games used in classroom	8	A	B	C	D	E
23. Loitering	8	A	B	C	D	E
24. Other	8	A	B	C	D	E

Category 3 Offenses	PTS	1st	2nd	3rd	4th	5th
25. Cheating/Plagiarism	10	A	B	C	E	F
26. Skipping/Cutting class/Truant	10	A	B/I	C/I	E/I	F/I
27. Bullying/Degrading fellow student	10	A	B	C	E	F
28. Disorderly conduct	10	A	B	C	E	F
29. Failure to identify self to school officials	10	A	B	C	E	F
30. Roughhousing	10	A	B	C	E	F
31. Indecent material/action	10	A	B	C	E	F
32. Jeopardizing the safety of oneself or others	10	A	B	C	E	F
33. Leaving school building/ class without permission	10	A	B	C	E	F
34. Giving false information during an investigation.	10	A	B	C	E	F
35. Misuse of material & equipment	10	A	B	C	E	F
36. Not following request	10	A	B	C	E	F
37. Trespassing	10	A	B	C	E	F
38. Other	10	A	B	C	E	F

Category 4 Offenses	PTS	1st	2nd	3rd	4th	5th
39. Leaving grounds w/o permission	14	B	C	E	F	H
40. Use/possession of tobacco products (E-cigarettes)	14	B/I	C/I	E/I	F/I	H/I
41. Careless driving/speeding	14	B/I	C/I	E/I	F/I	H/I
42. False calls	14	B	C	E	F	H
43. Forgery of notes	14	B	C	E	F	H
44. Vandalism 1	14	B/I	C/I	E/I	F/I	H/I
45. Theft 1	14	B/I	C/I	E/I	F/I	H/I
46. Other	14	B	C	E	F	H

Category 5 Offenses	PTS	1st	2nd	3rd
47. Gross misbehavior	21	E	F	H
48. Disrespect faculty members	21	E	F	H
49. Harassment/Intimidation	21	E	F	H
50. Vandalism 2	21	E/I	F/I	H/I
51. Theft 2	21	E/I	F/I	H/I
52. Insubordination	21	E	F	H
53. Fighting/Assault	21	E/I	H/I	
54. Under the influence	21	E/I	F/I	H/I
55. Other	21	E	F	H

Category 6 Offenses	PTS	1st	2nd	3rd
56. Indecent exposure	28	F	G	H
57. Intimate acts	28	F	G	H
58. Open/persistent defiance of authority	28	F	G	H
59. Threatening behavior	28	F	G	H
60. Other	28	F	G	H

Category 7 Offenses	PTS	1st	2nd
61. Possession/Use of alcohol/drugs on school grounds or at school activity	42	G/I	H/I
62. Extortion	42	G/I	H/I
63. False fire alarm	42	G/I	H/I
64. Intimidation of administration	42	G/I	HI
65. Possession or use of firecrackers	42	G/I	H/I
66. Possession of weapon	42	G/I	H/I
67. Other	42	G/I	H/I

Category 8 Offenses	PTS	1st
68. Selling/giving/exchanging alcohol/drugs	50	H/I
69. Arson	50	H/I
70. Use of weapon/force	50	H/I
71. Bomb Threat	50	H/I
72. Physical assault (school employee)	50	H/I
73. Possession and/or use of explosives	50	H/I
74. Possession of firearm	50	H/I (One calendar year)
75. Other	50	H/I

DRESS AND ATTIRE AND STUDENT APPEARANCE (DRESS CODE)

Board Policy 504.06

The educational climate of the school is affected by student appearance. As a result, administrative prerogative is reserved for judgment in cases of student dress that could be considered immoral, immodest, or in any way distracting or offensive to students, teachers, or staff. Students at Morrill Junior-Senior High School are expected to come to school and school activities being neat and clean. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others. Students attending school should at all times be dressed in a manner that is conducive to a businesslike scholastic atmosphere. The dress and grooming of a student does have a relationship to attitude and work habits, as well as interpersonal relationships with faculty, staff, and classmates. Hence, appropriate dress and grooming can have a positive effect on school discipline.

Student dress and grooming should be in good taste and appropriate for the occasion. It should reflect consideration for safety, health precautions, cleanliness, neatness, and academic endeavor.

The following are examples of clothing and/or jewelry that will not be allowed:

1. Clothing that is immodest or unnecessarily distracting to the learning environment (BOYS: shirts with no sleeves, tank tops, muscle shirts, mesh shirts or spandex top. GIRLS: shirt with bare backs, spaghetti strap tops, low-cut tops, tube tops, halter tops, see-through tops, spandex, mesh shirts with no under garments, pajamas, etc.). All clothing should be sufficient to conceal undergarments (including sports bras and boxer shorts) at all times. **What is meant to be covered needs to be covered.**
2. Clothing that is suggestive or has on it suggestive phrases, promotes immoral or illegal practices, or advertises tobacco, alcohol, drugs, etc. (Example: Big-Johnson T-shirts, Co-Ed naked apparel, Lucky Pub and Brewery Shirts)
3. Clothing that is in any other way disruptive to the educational process. (Torn or soiled clothing, gang related apparel, jeans with excessive tears, etc.)
4. Pants, Shorts & Skirts: Shorts may be worn as long as they are in good taste and not excessively short. The following shorts will not be allowed in school. a.) No bike shorts, b.) No cut offs, pajama pants, or flannel pants, etc.) No spandex. Pants worn will NOT SAG, no excessive hole or tears. Leggings may be worn IF: the top must completely cover the backside.
5. Bare feet. Proper footwear should be worn at all times. Health laws require that shoes be worn at all times while in school. Slippers should not be worn to school.

6. The wearing of outdoor clothing such as backpack, book bags, hats, jackets, or coats must be stored in the assigned lockers during school hours.
7. Bare midriffs – All shirts should cover midriffs at all times. This includes when a student is standing, sitting, or bending over.
8. Hats, bandannas, or head covers of any type are not to be worn in any fashion in the building during regular school hours. This rule applies to both girls and boys. Hats are to go in the student's locker when they enter the school and stay there until the student leaves the school. Hats are not to be carried from class to class.
9. Any articles that could cause injury to others such as spikes, chains, etc.

Clothing must be Appropriate, Modest, and Clean

The Principal and Guidance Counselor will determine if a student is wearing inappropriate clothing. The student will be asked to change clothes and/or cover the inappropriate clothing or have parents bring appropriate clothing for changing. Parents will be required to pick up all confiscated items. Repeated violations will be handled with progressive discipline measures and confiscation of the item for the remainder of the school year.

SCHOOL SPONSORED DANCES AND PARTIES:

Parties and dances must be scheduled through the Principal at least one week in advance of the desired date.

Proper conduct and behavior will be expected at parties and dances. All school policies and discipline procedures will apply.

Prom will consist of 10th-12th grade, where 9th graders will act as servers for the dinner. Servers may attend the dance following.

High School social activities shall be limited to full-time students in grades 9 through 12. Out-of-school dates may be brought to the following dances: Homecoming, Winter Royalty, and Prom. Out-of-school dates must be registered in the principal's office. A student who brings a guest is responsible for their guest's behavior. A ticket, if applicable, must be purchased. Morrill students are responsible for the actions of their guests. **No person that is not a student, or the date of a student, will be allowed to attend school dances.**

Junior High students may not attend Senior High dances. Junior High students will be allowed no more than two Junior High dances a school year.

Unless otherwise approved by administration, one-half hour after a dance or party is scheduled to begin, there will be no further admittance to the function. A sponsor may deviate from this rule if the reason for late arrival is previously known and approved by administration.

Once a student arrives at a party or dance and the doors have been closed, they may not leave the confines of the building or entrance area and be re-admitted.

LIBRARY RULES:

The philosophy of the Morrill High School Library is centered on service to our student body, not only in providing resources and equipment for use, but also in providing aid in securing these materials and equipment. The library is to be a quiet area for students to study, do research and gather materials. Students will not be permitted to engage in casual conversations that are disruptive to the purposes of the library. A complete list of library rules is posted in the library.

TRANSPORTATION ISSUES

USE OF MOTOR VEHICLES:

In order to provide for the health, safety and welfare of students attending Morrill Public Schools, the following regulations governing the use of motor vehicles driven to school will be enforced.

I. Motor vehicles will not be moved from the parking lot during class time without the permission of the Principal or Superintendent (Student Aides). This permission will only be given to students who have a valid vehicle operator's license.

II. Drivers who are entering or departing the vicinity of the school and surrounding residential and business area will be subject to the disciplinary action of this regulation, if traffic laws of the state of Nebraska are violated.

III. All students who drive to school will park in the parking lot south of the high school building. Students are required to park their vehicles in an orderly fashion. Students are to leave room for buses and possible deliveries. In addition, you may not block anyone's car while parking.

IV. Discipline options for violations of any part of these provisions may include any of the following: 1.) Suspension of student privileges that may include driving privileges, 2.) Detention,

suspension from school, either in-school or out-of-school and expulsion, 3.) Citations issued by local authorities.

SCHOOL BUSES:

The buses are operated as a convenience for students and patrons of the district. They do represent a substantial investment. Therefore, students are expected to take care of and show respect for the property and investment. Rules concerning behavior are posted in the bus and will be given to each student at the beginning of the year. Bus drivers are to receive the same respect given to any other staff member. If students do not adhere to these rules, the privilege of riding the buses will be denied.

School buses will arrive at school at approximately 7:45 a.m. and leave at approximately 3:35 p.m., or five minutes after school is dismissed. If a student will not ride the bus on a given day, his parents will please see to it that the bus driver is informed. Bus drivers must follow their schedules. They will only wait for riders for a period of time that will not jeopardize the remainder of their schedule. In addition, school bus evacuation drills will be held twice per year.

SCHOOL PROPERTY

SEARCH AND SEIZURE:

All lockers, desks, other school property, and storage areas belong to the school and may be inspected by the Principal or Superintendent whenever it is deemed necessary to do so. All lockers will be emptied prior to checking out the last day of school.

School officials also reserve the right to search an individual and/or automobiles located on or adjacent to school premises which may be used for parking or gaining access to school property when there is reasonable suspicion to believe contraband (drugs, weapons, alcohol, and other materials) may be present. Canine search teams will be used on a periodic random basis to search lockers and the school parking lot.

SCHOOL EQUIPMENT:

Your parents and other taxpayers are paying for your education. This is their school and yours. Be proud of it and take care of it and its equipment. Students are financially responsible for loss or damage to any books or any school equipment. Anyone found causing damage to school property will pay for the damage and will be subject to disciplinary action. The teachers will assess fines for damaged schoolbooks and equipment.

The school is not responsible for lost or stolen articles. Students are discouraged from bringing valuables and large amounts of money to school. In addition, students are encouraged to use a pad-lock to lock items in their lockers while at school. Additionally, parents are required to purchase a lock to keep their child's property safely secured in their own lockers.

OPERATIONAL PROCEDURES

ANNOUNCEMENTS:

A daily bulletin will be published each morning. This bulletin will contain information about the events scheduled for the upcoming week. Items such as the school lunch menu and student activities will be addressed. All announcements must have a sponsor's signature or be placed on Infinite Campus.

Intercom announcements will occur on a daily basis at 8:00AM. Requests for information to be included on the intercom announcements should be given to the high school secretary in a timely fashion. All announcements must have a sponsor's signature. These forms of communication are to be used for school-sponsored events only.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance will be read each day when the daily announcements are read. Students are not required to say the Pledge, but they are required to stand and respect the right of those who choose to participate. Teachers will assign detention to anyone who disrupts this process.

TELEPHONE:

Telephone calls are limited to those of extreme importance and of short duration. Students are to use the student telephone provided at the office window with advanced permission from the teacher or the principal. Students are to use the phone between classes, as it will not be available to students during classes.

SCHOOL MEAL PROGRAM:

In order to provide a school meal program that benefits the health, nutrition, and learning capabilities of our students Morrill Public Schools participates in the School Breakfast Program and the National School Lunch Program.

It is our goal to have the school meal program as self-sufficient as possible. If conditions permit, those who make use of the program should assume the cost of operation.

Meal prices will be established prior to the beginning of each year, but we reserve the right to increase or decrease prices at any time. Price changes will be effective at the beginning of the month following board action to change prices.

While eating in the lunchroom, students will be expected to exercise proper table and dining manners. We expect nothing more than would be expected in most homes.

A CLOSED CAMPUS policy is effect for students in grades 7th – 10th. These students will not be allowed to leave campus during the lunch period. They will be required to go to the cafeteria to eat a hot lunch or bring a sack lunch. Students in grades 11th – 12th may choose to leave campus during the lunch period, even though it is recommended they have a nutritious meal at the cafeteria.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

PROGRESS REPORTS:

The school will attempt to keep parents informed concerning the academic progress of students. Progress reports will be made available at the midway point of each quarter for all students. Also, we will appreciate any inquiry that a parent wishes to make in regard to the classroom performance of their son or daughter.

INSURANCE:

Students and athletes will be given the opportunity to purchase insurance through the school, if they wish to do so. Insurance information will be sent home with the students at the beginning of the school year, or with the beginning of fall season sports, whichever is appropriate. As the insurance bulletins will indicate, there are various plans to be purchased.

All students out for athletics must have some type of insurance, either through the school or an agency chosen by the parents. Football insurance will be available and will cover only participation in this sport.

The cost of any of the offered plans is very nominal when compared to other plans. It should be expected that the coverage will be limited and may pay only a portion of the medical expenses.

FIRE DRILL PROCEDURES:

When the fire bell is rung, students and faculty are to leave their room and walk in an orderly manner outside. Windows are to be closed and the door closed behind them. Please observe the following routes:

1) The office, library, and rooms 210, and 230 will exit through the northeast exit.
2) The teachers work room, and rooms 240, 330, 340, 350, and 360 will exit through the north west exit.
3) Rooms 310, 320, 410, 150, and 140 will exit through the southwest exit.
4) Rooms 110, 120, and 130, will exit through the southeast exit.
5) Students in the gym and weight room will exit through the east exits in those areas.
6) Students in the Industrial/Fine Arts Building will exit as directed by their teacher.

Teachers will move students to the area designated in the school safety plan and remain there with them until the all clear is given.

TORNADO WARNING PROCEDURES:

Tornado drills will be held periodically. All classroom doors should be closed. Teachers will escort students by the shortest route possible to the area specified for their classroom and remain in the

immediate area of his or her class. Students are to sit with their backs to the walls and cover heads when possible.

The tornado warning will be several bell rings in succession. Further instructions will be given over the intercom system. Please observe the following routes:

1. The boy's locker room will be used for students in the gym, weight room, library, shop, welding, distance learning, and Senior High classrooms 210, 230, and 240. Students will use the north gym door. Students who are outside the gym shall also go directly to the boy's locker room. All students shall be seated next to the walls, lockers, and showers.
2. The girl's locker room will be used for students in the art room, and Sr. /Jr. High classrooms 110, 120, 130, 140, 150, 310, 320, 330, 340, 350, and 410. Students shall use the south gym door and go directly to the girls locker room and be seated next to the walls and lockers.
3. If time permits, students in the Industrials Arts Building shall move to the locker room
4. Teachers shall turn off electricity.
5. Students in the cafeteria will seek shelter in the closest rest rooms and storage rooms.
6. The all clear will be announced on the intercom.

BAD WEATHER SCHOOL DISMISSAL:

In case school will be canceled because of bad weather, the information will be broadcast via local media and the one call system. An attempt will be made to get this information to the public as soon as possible.

POSTERS AND SIGNS:

Posters and signs that are designed or constructed by students must have the approval of the administration or sponsor before being posted. All signs and posters, which are posted for public display, should reflect quality and high standards in both content and appearance.

Non-school groups who wish to display posters or signs may post them on the wall adjacent to the principal's office. All posters will require administrative approval.

ADULT VISITORS:

Visitors are welcome at Morrill Public Schools. A public school should be public. Our visitors should be treated as guests, even though most of the visitors will be taxpayers of the district and in that sense, the owners of the school.

Visitors are required to follow certain guidelines when visiting school. These are:

1. **All visitors must report to the Secretary/Principal's office before proceeding to their destination and obtain a visitors pass.**

2. If observation of a certain skill or subject is desired, parents will be asked to visit during a specified time period.

3. Children, 10 years of age or less, who wish to visit school must be accompanied by a parent. The Principal or Superintendent must give prior approval to all other visitors.

4. Parents may confer with a teacher during a **planning period and before or after school.** They are always encouraged to confer during parent-teachers conferences. **Parents are not to confer with teachers when class is in session.** Teachers are to be in their classroom if students are present, not in the hallway conferencing with a parent. If you feel the need for an immediate response, please report to the office and discuss the problem with administration.

5. Salesmen and other such agents will not be allowed to solicit or visit students during school hours without administrative approval.

6. Visitations are discouraged during the first and last week of school. All persons, except employees of the school district and representatives of firms performing service for the school and of public utility firms in the act of carrying out their duties, shall be prohibited from loitering on the school grounds or in the school buildings or from moving about the building and grounds while school is in session without first having obtained permission of the Superintendent or Principal. Any person seeking such permission shall be required to go immediately to the proper office and shall not move about the grounds or building until such permission is secured. All school personnel are required to aid in enforcing this rule.

Any person, other than a school employee, who wishes to visit or interview a student, must obtain the permission of the Principal or Superintendent prior to contacting the student. This permission shall not be granted unless in their judgment there is a clear and valid reason to grant such permission. Ordinarily, these visits shall be restricted to parents of the students or persons known by the administration to be family, friends or to have substantive reason for the request.

STUDENT VISITORS:

A student who is considering enrolling at Morrill JR/SR High School may visit classes of Morrill JR/SR High School. A visitor's pass must be secured from the office at least 24 hours prior to the visit. Visits should be limited to a maximum of one (1) day in duration and should occur for valid educational purposes only. The guidance counselor will place all visiting students in an appropriate grade level and assign a student mentor to assist the visitor throughout the day. These visits may not take place during the first two weeks or last two weeks of school.

POLICE QUESTIONING PROCEDURES:

Questioning or interview of students on the school premises will take place pursuant to the following guidelines:

1. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning should not take place until the parent, custodian, or guardian of the student has been contacted and permission is given for such interview. Unless a parent specifically requests the principal or other school agent to be present during the interview, such presence is not necessary. An attempt should be made to document the parent's consent either by obtaining such consent in writing or by confirming a consent given over the telephone by a letter.
2. If a representation is made by an investigator that an interview is necessary to collect information concerning an allegation of abuse, neglect, or an offense involving a family relation and it is clear that the obtaining of a parent's consent would be impossible or counterproductive, the principal may allow the interview on school premises. In these situations, the principal or his/her agent should be present during the interview to insure that the interview relates only to those matters specified by the law enforcement official.
3. If the investigation and the request for an interview relate to an incident that took place on school grounds and/or during school hours, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his/her agent should be present during the interview to ensure that the matters inquired into relate only to the incident that took place on school property or something that is directly related thereto.

SCHOOL NURSE:

The nurse is shared between the elementary and JR-SR high school during this time. Should a student become ill or injured while at school, he/she should report to the office. If the nurse in not available and the injury or illness is serious, we will refer to the student emergency card for instructions or contact

emergency medical services, whichever is appropriate. An attempt to contact parents will be made in all cases of serious injury or illness. In no instances should a student go home without checking out with either the nurse or the office staff.

STUDENTS - DISPENSING OF MEDICATIONS:

Non-prescription Medication - No district purchased non-prescription medication will be given by school personnel. The school will not stock non-prescription medication. A student may NOT carry medication on his/her person. However, it may be kept and dispensed at the office upon parental request. The office will not dispense non-prescription medications in the presence of a fever or for more than five (5) consecutive days. No loose capsules, tablets, aspirin, or unidentified non-labeled substance will be allowed in school or on school grounds. Taking non-prescription medication will be the responsibility of the student.

Students may not distribute any kind of medications. Consequences will range from in-school suspension to expulsion based on the severity of the offense.

Prescription Medications

Employees of School District #11 are not authorized to dispense prescription medications to students without full compliance with the provisions of this policy.

The parent or guardian of the student to whom prescription medication is to be dispensed shall provide written authorization on a form to be provided by Morrill Public Schools. The medication that is dispensed shall be recorded on a copy of that authorization form in a prescribed manner.

The written authorization forms provided by the school district shall provide that the parent or guardian agrees:

1. To provide the prescription medication(s) to be dispensed in a prescription container with child guard cap. Said prescription container shall have a glued label from the pharmacy, which shall contain the child's name, physician's name, and directions for dispensing said medication.

2. To consult the family physician as to any side effects of the medication being dispensed and to advise the employee of said side effects and procedures to be followed should side effects occur.

3. The authorization is limited to the medication(s) identified in writing, on form provided for that purpose, and should additional medication(s) be prescribed, additional authorization will be required.

4. That the authorization to dispense the medication(s) is limited to the school year identified on the form provided for that purpose.

5. To notify the school district in writing of the termination of the authorization to dispense the medication(s).

6. That any modification of the dispensing instructions shall be communicated to the school district by providing a new prescription container with child guard cap, with glued label from the pharmacy including student's name, physician's name, and instructions for dispensing.

7. That the school district cannot honor verbal instructions from the parent, guardian, or student to modify or alter the directions for dispensing medication(s) as specified on the prescription container.

8. That even though employees are authorized to dispense prescription medication under the terms and conditions of the policy, they shall not be required to do so. Employees shall give prior notice to the school when they elect to discontinue dispensing medication(s).

9. That any prescription medication and any medical equipment needed to dispense medications delivered to school employees shall be identified as per the requirements stated in this policy and shall be kept locked in a cabinet or in a manner that will restrict access to only authorized employees.

HEAD LICE/NITS:

Students with head lice or nits will not be allowed in school. If lice or nits are found students will not be allowed in school until, the students' hair has been treated with an appropriate treatment and the nits removed.

CHANGE OF SCHEDULE:

Drop and add requests are to be obtained from the guidance counselor. Drop and add requests must be completed prior to the end of the first full week of the semester. Students must obtain the permission of the teacher of the class to be dropped and the class to be added, and parent/guardian, along with the guidance counselor's permission.

The only deviation to this policy that will be allowed will be a situation that involves the extended illness of a student. The extended illness must have created a situation that makes it impossible for a student to successfully complete a class or classes. If these circumstances exist, a student may be allowed to withdraw from classes or a class as (WP)-Withdraw Passing or (WF)-Withdraw Failing.

If permission to withdraw as WP or WF is given, the class will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw as WF or WP, the student and their parents, the guidance counselor, the principal, and the teacher(s) of the class or classes must meet and review the circumstances of the situation.

All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as passing or failing is given, by the Principal.

STUDENT ORGANIZATIONS

STUDENT COUNCIL:

The Student Council is the student governing organization. Its main objective is to increase the school effectiveness as a laboratory in which the ways of democracy may be learned and practiced.

Membership of the Council will consist of two (2) members from each class and a representative from all other student organizations. Officers for Student Council will be elected in the spring of each year. All students who will be in high school the following year and who maintain a "C" average or above in all classes are eligible to run for an office. All officers are expected to promote school pride as well as demonstrate an attitude of respect and responsibility.

This responsibility becomes effective upon the date of election to office and includes the entire calendar year. Elected offices will be:

- President
- Vice President
- Secretary
- Treasurer

A faculty advisor will be appointed for this organization. Meeting times will be announced in advance. The president or sponsor will call special meetings when needed.

A soft drink dispenser will be provided for students in grades 7-12. The operation and maintenance of this machine will be the responsibility of the Student Council, its membership and sponsor. Proceeds and profits from this machine will be maintained in the Student Council account of the Activity Fund and be the property of the Council.

Violation of the above rules or other rules which are implemented by either the Student Council or administration shall be grounds for removal of the machine.

NATIONAL HONOR SOCIETY:

Membership in the National Honor Society is based upon excellence in four areas: **Character, Scholarship, Leadership, and Service**.

The purpose of the organization is to recognize and foster those four qualities in outstanding high school students.

To be eligible for National Honor Society, students must be in grade 10, 11, or 12 and have a *cumulative* average of at least 94% in *scholarship.*

Early in the second semester, the school counselor will submit a list of eligible students to the NHS sponsor, who will notify each student in writing.

Students wishing to continue in the selection process must complete a Student Activity Form summarizing their qualifications, and then return it to the NHS Sponsor.

A Faculty Advisory Council, chosen by the membership of the National Honor Society, then reviews and ranks each eligible candidate in the areas of Character, Scholarship, Leadership, and Service. Each category is judged independently on a scale of 1 to 4. Rankings are then totaled. (The NHS sponsor conducts the process but has no vote.) Membership is not *guaranteed* to anyone, and the Faculty Advisory Council makes the final decision for selection.

Those students that the Council recommends for selection will receive a written invitation to be inducted into the Morrill Chapter of the National Honor Society during a formal candlelight ceremony.

Students choosing to be inducted must agree in writing to maintain a cumulative average of 94% in scholarship and to uphold the four ideals of the organization, as defined in the *National Honor Society Handbook*, (pp. 27-9)*:*

A student who possesses leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes

- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude (27).

In showing **service**, the *NHS Handbook* states that a student:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students (28).

A student with **character**, according to the *NHS Handbook:*

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment (28-9).

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Rights:

The student becomes a National Honor Society member for life and receives a National Honor Society pin. At graduation from Morrill High School, he/she wears the National Honor Society stole and is allowed to keep it.

Responsibilities:

The student must take part in the annual induction ceremony while in Morrill High School, attend National Honor Society meetings as called, and remain active in at least three (3) school activities during both the junior year and the senior year. (NHS counts as one.)

REMOVAL POLICY:

The student is a member for life unless removed for cause as outlined in Article XII of the By-Laws of the Morrill Chapter. Summer violations are also grounds for removal. Once removed from the National Honor Society, the student must return the National Honor Society pin and cannot continue to use membership in the National Honor Society on résumés or on scholarship applications. Once removed, the student is never again eligible for membership.

FUND-RAISERS:

Each class or organization is allowed to have one moneymaking project per year that involves sales of products. Additional community service oriented moneymaking projects may be permitted at the discretion of the Principal.

All moneys earned by any class or school organization must be put in that group's account and shared by all members who participated in raising funds. Each account will be handled through the principal's office and the revolving fund.

ACADEMIC ISSUES

TRANSCRIPTS:

Transcripts of a student's academic record, will be sent, upon request, to designated institutions. Federal law requires that a signed release be filed with each request for transcripts. This release must be signed by a parent of any student under 18 years of age and by the student if he/she is 18-years of age or older. Please remember this when you request a copy of your transcript, as this will speed up the process considerably.

7-12 GRADING SYSTEM:

Awards and honors will be based on a student's percentage GPA. The following are the number grades and the comparable letter grade, which are used by the faculty of Morrill JR/SR High School.

Percent	Letter Grade	GPA Equivalent
94 – 100	A	4.0
87 – 93	B	3.0
78 – 86	C	2.0
70 – 77	D	1.0
Below 70	**F**	**Failing--No Credit**

I: Incomplete - no credit for class until all requirements met.

S: Satisfactory

U: Unsatisfactory--Failing--No Credit

ELECTIVE COURSES, ETC.

Physical education/weights, driver's education, student aide/tutor, work-study, yearbook, study skills, and music/band grades will not be averaged into grades 7-12 grade point averages for purposes of the Honor Roll or the cumulative grade point average that determines the individual student's class rank. A grade of 77% or less in **any** class will disqualify a student for the honor roll.

Special education students will be graded according to goals and objectives established by IEP's, if the course content has been modified to meet the needs of the individual student. If the course content has not been modified, the appropriate grading method for the grade level of the student will be used.

HONOR ROLL:

Morrill Junior -Senior High school recognizes three levels of student effort in the classroom. The three levels of the Honor Roll are:

1. "Straight A" Honor Roll - Students who have all A's. (4.0)
2. "A Average" Honor Roll - Students who have a grade average of 3.51-3.99
3. "B Average" Honor Roll - Students who have an average of 3.0 to 3.50.

In all cases, if a student has a grade of 77% or less, they will not be recognized on the Honor Roll. Grades for physical education/weights, driver's education, yearbook, student aide/tutor, study skills, and music/band courses will not be used to compute averages for the honor roll, but **the Straight A and 77% rule will apply** to these courses. In addition, any student who loses credit for **any** class due to violation of the attendance policy will not be recognized on the Honor Roll.

JUNIOR HIGH STUDENT CLASSIFICATION:

7th Grade - Students that have been promoted from the 6th grade and are currently enrolled in the Morrill Public Schools.

8th Grade - In order to be considered an 8th grade student, the student must have passed 4 of the core courses and at least 80% of all non-core courses. Core courses are defined as Mathematics, Language Arts, Reading, Social Science, and Science.

Failure to meet grade level requirements will result in the student being retained in their current grade level. Successful completion of summer school will result in the student being considered for grade level advancement. A student will not be allowed to remain in the Junior High Program for more than three (3) years.

SENIOR HIGH STUDENT CLASSIFICATION:

GRADUATION REQUIREMENTS:

Students graduating from Scotts Bluff County School District No. 11 are required to have earned the number of credit hours as described in Board policy 611.07. Each student must complete the requirements listed below in order to graduate. Any deviation from these courses and the sequence of courses must be approved by the Morrill Board of Education.

English	40 Semester Hours
Social Science	40 Semester Hours
	(Must include Government and US History)
Mathematics	30 Semester Hours
	(Must be enrolled in math class during 9th, 10th, & 11th grade)
Science	30 Semester Hours
	(Must be enrolled in science class during 9th, 10th, &11th grade)
Fine Arts	10 Semester Hours
Computers I	10 Semester Hours
Personal Finance	10 Semester Hours (10th w/Instructor Permission 11th, 12th grade)
Foreign Language	20 Semester Hours
P.E. and/or Health	10 Semester Hours
Electives	50 Semester Hours

Total Semester Hours: 250 Minimum

In order to graduate, the student must have 8 semesters of secondary attendance and been classified as a senior at the beginning of the school year in which the student wishes to graduate.

Seniors must have **ALL** work completed (class work, dual-credit, extra-curricular work, locker clean up, bills, fines paid, and completed check out sheet) on the last official day of school for graduating seniors in order to earn a diploma. Students who have completed the requirements for graduation from Morrill High will be allowed to participate in the graduation ceremony and receive their diploma.

BOE Approved 8-20-2014

EARLY GRADUATION:

The Morrill Board of Education reserves the right to waive the eight (8)-semester requirement during a senior's last year if the student has all required courses completed and at least 260 credit hours at the proposed time of graduation.

If a student would like the Morrill Board of Education to consider a waiver of the eight (8) semester requirement, the student and/or his/her parent/guardian must request to be placed on the agenda on or before the **October** Board of Education regular meeting. The Board of Education decision is final. **Any student who is granted early graduation by the Board of Education will be allowed to participate in the spring commencement exercise.**

SENIOR/12TH GRADE GRADUATION OBLIGATION

Per Morrill Board of Education 2013 mandate, all seniors who are scheduled for graduation must have all school work completed and turned in prior to the seniors' last school day. The principal will ensure students comply with this mandate.

HIGH SCHOOL GRADE CLASSIFICATIONS:

Students will be classified according to grade, relative to the total number of hours that they have accumulated. Students who do not keep current with their original class will be classified in the proper grade according to class hours. Their classification may be increased at semester time.

Freshman – Pass 4 of the 5 Junior High core courses and at least 80% of the non-core courses or the student must have been a Junior High student for at least three (3) years.

Sophomore - In order to be classified as a sophomore, the student must have passed and have listed on the transcript at least 60 hours on the first day of the current school year.

Junior - In order to be classified as a junior, the student must have passed and have listed on the transcript at least 120 hours on the first day of the current school year.

Senior - In order to be classified as a senior, the student must have passed and have listed on the transcript at least 180 hours on the first day of the current school year.

STUDENT REGISTRATION:

******ALL FINES AND/OR FEES MUST BE PAID BEFORE A STUDENT WILL BE SCHEDULED INTO NEXT YEAR'S CLASSES.******

Students will pre-register for classes. The guidance counselor will assist students in selecting appropriate courses. Courses will be selected according to the Morrill JR/SR High School Course Description Catalog. Parental approval of a student's proposed selection of courses will be required.

REPEATING ACADEMIC COURSES:

Students may repeat a course in order to improve their original grade for that course, but in doing so forfeit their eligibility for the senior top 10 ranking, valedictorian, or salutatorian. If a student requests to repeat an academic course, the grade earned in the repeat session may be used in place of the original grade, but the student will only **receive credit for the course one time**. All requests for repeating a course must be made to the guidance counselor by the end of the drop and add period (Drop and add requests must be completed prior to the second full week of the semester).

COLLEGE COURSES:

College courses will count towards GPA, and will qualify for credit upon administrative approval if completed before the last official day of school for graduating seniors. All college course grade percentages will be converted to the Morrill Junior-Senior High school grade percentages. If a student passes, a college course credit will be determined by dividing the clock hours of the course by 900 as defined in the Nebraska Department of Education Rule 10.

VERIFIED LEARNING HANDICAP GRADUATION REQUIREMENTS:

The Individual Educational Plan (IEP) team is responsible for determining whether a student has completed a course of study that makes him/her eligible to receive a signed, regular diploma. Even if the student with disabilities will continue his/her education program until age 21, the IEP team may recommend that the student would benefit from participation in the graduation ceremony with his/her peers.

Upon completion of a course of study that meets the following requirements, the student will be awarded a regular diploma using any of the following options.

Option 1

a. A student completes a standard course of study based upon meeting all requirements for graduation and IEP/Transition goals.

b. The student would be eligible to receive a signed, regular diploma and participate in the graduation ceremonies.

Option 2

a. A student completes the standard or modified course of study but not the IEP/Transition goals.

b. The student may participate in graduation ceremonies with his/her peers without receiving a signed regular diploma. The student may continue to receive services and support from the school district until the IEP/Transition goals are met or until the student completes the school year in which he/she reaches the age of 21. At this time, the student will receive a signed, regular diploma.

Option 3

a. A student completes his/her IEP/Transition goals but not the standard course of study.

b. When a student's disability prevents him/her from completing the standard course requirements for graduation, the IEP team must identify IEP/Transition goals for graduation that are consistent with the student's individual needs. Upon completion of those goals, the student will be allowed to graduate with a signed, regular high school diploma. A student may elect to participate in graduation ceremonies with peer classmates or upon completion of their course of study.

Graduation Considerations:

a. Graduation plans must be a part of all IEP's for students 14 and over. Graduation should be considered in development of the course of study and reviewed annually.

b. The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.

c. All diplomas awarded by the school district will be identical in appearance, content and effect, except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.

d. A Special Education student who receives a certificate of attendance is eligible to continue receiving special education services until receipt of a signed diploma or until the end of the academic year in which the student turns 21.
e. At the exit IEP, meeting the IEP team will review and document that all requirements for receipt of a signed, regular high school diploma have been met.

GUIDANCE SERVICES

Guidance services at Morrill Junior-Senior High School are designed to assist students in sound career and educational planning, increasing self-understanding, enjoying healthy personal, social, and emotional growth, and in maximizing scholastic achievement.

THE GUIDANCE COUNSELOR:

The counselor, in cooperation with administration and staff, aims to provide up-to-date vocational, educational, and social-personal information, as well as providing opportunities for individual and group contacts. The counselor also works to interpret student test data, so the students understand the results.

LOCAL ASSESSEMENT PROGRAM:

In general, the purpose of Morrill Public School's testing program is to furnish accurate and dependable information about important characteristics of the school and its students. The appraisal program provides a system of collection, maintenance, and dissemination of information. This data is properly integrated into the student's individual school program because the data provides a relatively thorough picture of the student's potential capabilities.

Summative assessments are designed to measure the amount of progress that students made toward educational objectives in subject matter areas. These assessments will be administered annually at appropriate grade levels in accordance with State and Federal requirements. A student's grade level is determined by the number of credit hours earned prior to the administration of the tests. Interest inventories are designed to assess an individual's likes and dislikes. The results, in certain instances, might prove valuable for educational and vocational planning.

GRIEVANCE PROCEDURE:

As problems arise, they should be addressed at the level from which they originate. The grievant should bring his/her concern to the school employee, if the allegation concerns that employee's actions or procedures. If the issue is not resolved to, the grievant's satisfaction he/she should contact the Principal

regarding their concern. If the issue is not resolved to, the grievant's satisfaction at this level he/she should then contact the Superintendent of schools regarding their concern. A formal grievance procedure is available for any problems that are not solved by following the proper chain of command and may be obtained in the Principal's office.

COMPUTER EQUIPMENT, TECHNOLOGY, NETWORK, E-MAIL, & INTERNET ACCESS

We are pleased to offer the staff and students of the Morrill Public School District access to the district computer network and equipment, which may include, but not be limited to, electronic mail (e-mail) and the Internet, hereinafter sometimes collectively referred to as the "network". **To gain access to the network all staff, students and parents must sign and return the agreement form.**

Access to the network will enable staff and students to explore thousands of libraries, data based, and bulletin boards, while exchanging messages with users throughout the world. Staff, students, and parents should be warned, however, that along with access comes a waiver or relinquishment of rights to privacy or confidentiality and access to some material, which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Users should not expect privacy or confidentiality.

Ultimately, however, each individual and parents and guardians of minors are responsible for setting and conveying standards that they or their students should follow when using the network and its media and information resources.

General Rules:

1) The network is provided to staff and students to conduct research and communicate with others. Access to Network services is given to staff and students who have agreed to act in a responsible manner. Parental/Guardian permission is required for student use. Access for all staff and students is a privilege and not a right. 2) Individual users of the district network are responsible for their behavior, actions, problems, and communications as they apply to 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 the individuals utilizing the network or the end product or result of such utilization. 3) Network storage areas are the property of the school. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity

and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use. 4) 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 acts, interests or claims to confidentiality the user may have under state or federal law. 5) 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.

Rules for acceptable Use of Computers and the Network:

The following rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff, and students. The superintendent, or the superintendents designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment. 1) 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. 2) Users shall not let other people use their name, account, log-on password, or files for any reason (except authorized staff members). 3) Users shall not use or try to discover another user's account or password. 4) Users shall not use the computers or network for non-instructional or non-administrative purpose (ex. games, activities for personal profit, chat rooms, or non-approved e-mail carriers). 5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software. 6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators. 7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software of information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computers memory, file system, or software. Such software is often called a bug, virus, worms, Trojan horse, or similar name. 8) 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 image. 9) 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. 10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teachers or network

administrator. 11) Users shall not take home technology equipment (hardware or software) without permission from the network administrator.

12) Students will only work on the network when a teacher, aid, or administrator is present in the immediate room to supervise. District employees are responsible for keeping access to the network secure (i.e. locking classroom doors when out of the room). 13) Morrill Public Schools will educate all students about appropriate online behavior and safety, including interacting with other individuals on-line, on social networking websites, and in chat rooms; as well as, cyber bullying awareness and response. 14) Morrill Public Schools will stay in compliance with the E-rate requirement of the Children's Internet Protection Act (CIPA).

Etiquette and Rules for Access/Use of School 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 use of and communications on the network, Internet, and other on-line services. These rules of behavior include (but are not limited to) the following: 1) Be polite. Do not become abusive in your messages to others. 2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images. 3) Do not reveal your personal account, address, or phone numbers, or that of other student or colleagues. 4) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have 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. 5) All communications and information accessible via the network should be assumed to be private property of others. 6) Do not place unlawful information on any network system. 7) Keep paragraphs and messages short and to the point. Focus on one subject per message. 8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address. 9) The network administrators or teachers may establish other rules from time to time.

Penalties for Violation of Rules:

All of the policies, rules, and procedures for acceptable use of computers and network are intended to make the computers and network more reliable for users. They are 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 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.

Staff, Student and Parent Agreements:

Anyone using any of the aforementioned technology will be required to sign an appropriate use agreement form.

Morrill Public Schools

2015-2016

STUDENT ACTIVITIES HANDBOOK

Tom Peacock

Principal/Athletic Director

Home of the Lions

Section 1: **Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor 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, team, student body, community and 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 individuals and citizens.

Safety

The District's philosophy is 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, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

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.

Extracurricular Activity Code of Conduct: The general code of conduct that should govern the actions of individuals as they attend Morrill Junior-Senior High School.

Students and adult personnel will at all times demonstrate respect for the individual worth and dignity of those with whom they have contact.

Section 2:

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Purpose of the Code of Conduct.

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and team rules.

Grounds for Extracurricular Activity Discipline.

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. Misconduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation.

The use or possession of tobacco products (e-cigarettes) or herbal chew on campus or any school related activity is not permitted.

Possession, consumption or evidence of previous consumption of a narcotic, controlled substance, alcohol, or other intoxicants is not permitted.

Student Self-Reporting.:

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of **(1)** before the end of the next school day after the conduct occurred and **(2)** before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement.

In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

Consequences

Infractions include: Use or Possession, or in Attendance at places where illegal activity is taking place. Athletes are expected to leave compromising situations.

1. First Offense – Students will be suspended from all competition for 28 days – 14 days for self-reporting. Suspensions begin with the date of self-reporting (within a school day of incident), or verification of violation.
    a) Athletes are expected to practice, but CAN NOT participate in any way or dress at home competitions. Athletes may not travel with team to away competitions.
    b) Athletes may not be eligible for special awards/honors during the season. (Dance royalty, special team awards/honors, etc.) Excluding Lettering.
2. Second Offense – During the same season, athletes will be suspended for the rest of that season.

Procedures for Extracurricular Discipline.

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct 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 a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3: **Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have five or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
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 the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity is in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

   Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

   Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4: Academic Standards

Participation in extracurricular 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 student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities (including selection of royalty) students must follow the guidelines of eligibility set forth by Morrill Public Schools.

Eligibility and Progress Reports.

At a minimum, the district shall follow the eligibility guidelines as set forth by the NSAA. Additional requirements are listed below.

1. Students doing unsatisfactory work will have their parents contacted by the teacher and given a student progress report.
2. A failing list will be generated on Monday and become effective on Tuesday morning. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 70%. Beginning the 4th week, any students who appear on the weekly failing list in **ONE** or more classes (grades 7-12) will be ineligible at the time of the report. Students will become eligible once the grades(s) are up to seventy (70%) or higher and after seven-calendar days have passed since the student was first deemed ineligible
3. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any extra-curricular school activities.

Eligibility to participate in high school/junior high activities will be determined by a student passing 20 credit hours the previous semester. Students reported not earning 20 credits will not be permitted to participate in any school activity during the present semester.

Section 5: School Dances

A school-sponsored dance, is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

Students currently attending Morrill High School or another area high school who have not been restricted from attending extracurricular activities at Morrill High School or their own school are generally considered appropriate date or invited guests. Persons who turn 21 years of age by August 1st of the current school year are considered not to be appropriate dates or invited guests and therefore, may not attend.

Eligibility for Selection as Royalty.

Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the guidelines for academic eligibility set forth by Morrill Public School.

Section 6: Specific Dance Eligibility and Selection Requirements:

The determination of whether a student meets the foregoing conduct and citizenship standards shall be made by a committee appointed by the Principal for each dance.

Queen and King (Homecoming, Winter Royalty, Prom)

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- The queen and king will be chosen from the qualified nominees by secret ballot by the senior class during Dance week. Final selection will be made by secret ballot by the student body. Ballots will be counted by the AD and Sponsor. Crowning will be held at the sporting event deemed to have the largest attendance.
- To be eligible, a candidate must be eligible in good academic standing, and agree to attend the entire Dance and represent the school properly.

Achievement, Citizenship and Conduct

1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
2. The student must maintain a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
3. Students must be academically eligible according to school policy during the week of the dance.
4. Students must not have had excessive violations of school policies or referrals.
5. Students must participate in at least **1** sport/activity/club.

Violations

1. Students exhibiting unsportsmanlike conduct will be subject to review by a committee, and eligibility for Royalty during that season will be based on their ruling.
2. Students violating school policy for drugs/alcohol will not be eligible for Royalty during that season.
3. Students academically ineligible will not be eligible for Royalty during the time of the particular dance.

4. ANY SECOND OFFENSE for the same violation in removes the student from any Royalty selection for the rest of the school year.
5. Any student engaged in criminal violations including: Felony or convictions of a criminal offense will not be eligible for dance Royalty.

Section 7: Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(s). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach and/or Coaches

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Call to set up an appointment with the Athletic Director
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution or good sportsmanship)

Section 8: Activity Chain of Command

1. Concerns do arise throughout the course of activities. Parents/Athletes are asked to follow the chain of command when resolving concerns:
2.
    - First contact the head coach/sponsor of the activity.
    - If there is no resolution; he or she would then contact the Athletic/Activities Director.
    - The next step in the chain being the Principal
    - Followed by the Superintendent
    - Followed by the Board of Education

Section 9: Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. We ask that you support good sportsmanship when you attend events at Morrill Public Schools.

Responsibilities of Spectators Attending Interscholastic Athletic Events and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. There can be no vulgar or inappropriate language from the spectators.
3. Spectators should be supportive and positive and not interfere or impede during the activity.

Administrative Contact Information:

Mr. Joe Sherwood

Superintendent

Phone: 308-247-3414

Fax: 308-247-2196

Mr. Tom Peacock

Principal/AD

Junior-Senior High School

Phone: 308-247-2149

Fax: 308-247-2196

Mrs. Keri Homan

Principal

Elementary School

Phone: 308-247-2176

Fax: 308-247-2196

Mrs. Cary Laucomer

Technology

Integration Director

Phone: 308-247-2149

Fax: 308-247-2196

Ms. Janelle Johnson, Principal's Secretary

Phone: 308-247-2149

Fax: 308-247-2196

Morrill High School Fight Song

“Hail to the Varsity”

Hail to the Varsity

Cheer them along the way

Onward to Victory

May they win again today!

We’ll give a cheer for the Varsity

Long may they rein supreme

Shout till the echoes ring

For the glory of our team!

Fight! Fight! Fight!

Ever faithful we will stand united

Cheering Morrill High!

We’ll revere her forever

Morrill do or die!

We will proudly march along to Victory

Watch our colors fly!

For it’s RAH RAH RAH for Morrill

Let’s cheer for our dear old High!

Morrill Junior-Senior High School

2015-2016

Student Handbook

Official Parent/Student Receipt of Handbook Form

This mandatory signed record acknowledges receipt of the 2015-2016 Junior-Senior High School Handbook for Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the contents of the handbook and that I understand the handbook. This page must be returned to the office with the student (s) signature and the parent/guardian signature.

Date: _____ Print Student's Name:

Print Student's Name:

Print Student's Name:

Parent/Guardian's Signature:

Student's Signature: _____

Return this form to the High School Office/Secretary

Rev. 5/27/2015

August 2015 Board Report
Keri Homan
Elementary Principal/Director of Tri-Community Preschool

Preschool~

- We are still taking applications for students in both sessions.
- Busing is going to be a big focus to start the school year.
- Parent Orientations will be held on Wednesday, August 19 at 1:30 and Thursday, August 20 at 6:30.
- First day of classes for preschool students will be Monday, August 24.
    - AM- 7
    - PM- 10
    - There are still about 5 applications out at this time.

Elementary School~

- Yearbooks have shipped. We will be able to sell yearbooks to those that did not preorder. We hope to have them available at Open House.
- Supplies are continuing to come in.
- Stuff the Bus brought several school supplies that we will have available for students who are not able to bring their own.
- Cleaning is almost complete. Staci plans to shampoo hallway carpets on Friday and will then do small things to touch up in the classrooms the following week.
- I have seen and shared with my staff NeSA scores from last year. We will be looking further at the data during the in-service meetings and throughout the year.

Enrollment as of 8-6-15

PK- 17
K- 21
1st- 27
2nd- 29
3rd- 31
4th- 40
5th- 27
6th- 22

- We have 7 new students and 2 returning students.
- We lost 4 students from last spring.
- I gave out 2 new registration packets on Friday.
- I have also called a family considering bringing their children here (4) and they said they have not made their decision yet.

Total- 197 Elementary 214 (PK-6)

In-Service Days~

Tom and I have collaborated with Joe and Cary to find meaningful staff development for all district staff. Our focus is going to be showing staff that we want to unite as a district. Our theme is "Expanding the Pride…"

Administrator Days~

- In addition to the breakout sessions that we attended, we were able to meet as an administration team to begin formulating our next steps as a district and how to bring staff and other stakeholders into the process.
- We met with ESU#13 staff to formulate a staff development plan for the year. We will continue to work on our instructional model, curriculum alignment, ACES, and integrating Science Fusion. In addition, they will be able to support us with the transition to 1:1. Another component that we need to tackle as a district is RtI and Jennifer Splichal will be helping with that.
- Breakout Sessions:
    - I was able to attend breakout sessions on medical issues and absent employees. This information may be helpful as we look at our policies.
    - I also went to a session on Boosting Staff Brain Power. We know kids need movement and we looked at how we could find ways for adults in the building to be moving as well, which can improve performance and boost morale.
    - Another area I enjoyed was learning more about school culture and getting stakeholders involved in building that positive climate.
    - During the NDE Day I went to a session on bullying. The message was to change the way we teach kids about bullying because they are hearing all they ways "to bully" .
    - I was also able to get ideas about how other schools are using Checks4Learning and career readiness.

August 7, 2015

Morrill Public Schools
Agenda for In-Service Days August 17, 18, and 19, 2015

Monday, August 17, 2015

8:00 Breakfast for ALL staff (Signup sheets for games will be available at 7:30)- Cafeteria
8:30 ALL staff meeting- Elementary Gym
12:00 Lunch- The Board will grill. ☺
1:00 Coaches Meeting- HS
ACES Team Meeting (Keri, Julie Black, Sandy Huckfeldt, Amanda Smith, Jamie Martin, Lauren Haag, Juliana Carlson)- Elementary Library
2:00 Technology Information from Cary and Jesse- Elementary Gym
2:30 Blue Cross/Blue Shield- Elementary Gym

Tuesday, August 18, 2015

8:00 Breakfast for ALL staff- Cafeteria
8:30 ALL staff meeting- Elementary Gym

- Nurse- epi pens, seizures, diabetics
- Information on Alicap videos

9:30 (We will meet sooner if the 8:30 meeting ends prior to 9:30)
Keri, Tom, Joe meet with Transportation Department- Elementary Library
10:00 Elementary Staff Meeting- Elementary Library
JH/HS work in rooms
12:00 Horace Mann- Working Lunch (pizza)- Elementary Gym
1:00 JH/HS Staff Meeting- Multi-Purpose Room
Elementary Time in Rooms
**During both staff meetings, buildings will identify most pressing needs of the district

Wednesday, August 19, 2015

8:00 Donuts for ALL staff- Cafeteria
8:00- ???

- As a district, identify most pressing needs from Tuesday's discussions
- District Wide ACES Presentation from District Team

The rest of the day will be provided to work in classrooms and prepare for students. Committee/Full Staff Meetings may be called at the principal's discretion if needed.

1:30 Preschool Orientation
6:30 Kindergarten Blast Off

August 7, 2015

Thursday, August 20, 2015 (Late Start for Students)

7:30 Staff Team Building
10:00 JH/HS Student Body Team Building
1:00 3rd-6th Grade Students Team Building

Tuesday, August 25, 2015

6:30-7:30 District Open House

Morrill Public Schools

2015-2016

Junior-Senior High School Student Handbook

Tom Peacock, Principal / AD

MISSION STATEMENT:

Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world.

411 East Hamilton Street
Morrill, Nebraska 69358
Phone: 308-247-2149
Fax: 308-247-2196

For more information about our schools, visit us on the World Wide Web at:
http://www.morrillpublicschools.org

Please return the appropriately signed forms in the back of the handbook to the high school office

MORRILL BOARD OF EDUCATION

President ……...……..……. Mr. Jim Hessler

Vice President …….…..……..…….……Mr. Bill Zwiebel

Secretary …….……..Dr. Cynthia Guerue

Treasurer……..…..……...……..Mr. Dick Burford

Board Member……...……..……Mr. David Sherrod

Board Member……..……..Mr. Billy Stauffer

SCHOOL DISTRICT ADMINISTRATION TEAM

Superintendent …….…..…….…….. Mr. Joe Sherwood

Junior-Senior High School Principal / AD ….....…...……..Mr. Tom Peacock

Elementary Principal…….……..…….……...Mrs. Keri Homan

Technology Integration Director…….Mrs. Cary Laucomer

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

(From Board Policy 102)

The primary purpose of education in this school district is to impart knowledge so that students will have a cause to think objectively, to discriminate intelligently, and to express thoughts clearly.

The school recognizes each student as an individual, differing in ability and socio-economic background. The school will, therefore, attempt to provide an opportunity for each individual to reach his or her full potential as a student and member of a democratic society.

Objectives:
The Morrill Public School District will strive to provide for:
1. Mastery of the basic skills
2. Fostering of an inquiring mind
3. Development of communication skills (think, listen, discriminate, and express)
4. Development of decision making abilities
5. Understanding of one's self and of others
6. Encouragement of individuality
7. Understanding of democratic principles and economic skills
8. Developing healthy attitudes toward life in a changing society
9. Fostering of moral, ethical, and spiritual values
10. Development of physical and mental health

MORRILL JUNIOR-SENIOR HIGH SCHOOL
SCHOOL SAFETY PLEDGE

AS STUDENTS OF THIS SCHOOL WE…

HAVE A RIGHT TO A SAFE AND HEALTHY SCHOOL ENVIRONMENT

ALL HAVE A ROLE IN SCHOOL SAFETY AND VIOLENCE PREVENTION

SHOW RESPECT FOR OTHERS

DO NOT BRING WEAPONS TO SCHOOL OR TO SCHOOL ACTIVITIES

REPORT SUSPICIOUS ACTIVITY TO SCHOOL AUTHORITIES OR POLICE

REPORT THREATS OF VIOLENCE TO TRUSTED ADULTS

DO NOT TOLERATE BULLYING AND REPORT IT DO

NOT TOLERATE HARASSMENT AND REPORT IT

WELCOME NEW STUDENTS AND HELP THEM FEEL AT HOME

SETTLE DISAGREEMENTS WITHOUT VIOLENCE

ARE SAFE, SECURE, AND READY TO LEARN

August 1, 2015

Dear Students, Parents, Guardians, and Families:

Welcome to the 2015-2016 school year at Morrill Junior-Senior High School! The purpose of the Student Handbook is to acquaint you in writing with some of the rules, regulations, and general information regarding Morrill Junior-Senior (7-12) High School. The Student Handbook cannot adequately cover all situations that may arise. However, it will serve as a basic guide to assist you throughout the school year.

Our team of professional educators, support staff, and myself work hard to provide an educational environment where every student can learn, and all teachers will facilitate learning for every student. We make every effort to prepare every student at Morrill to meet the goals and objectives necessary for the career and college bound environments of tomorrow.

It is important that you be well informed, regarding this handbook's contents. The handbook is to be read and discussed in detail by every student and his/her parents (guardians). If, after reading the contents, you have any questions, please include them on the Parent Receipt Form attached in the back of this handbook.

Please remember, all students must turn in a signed "PARENT/STUDENT RECEIPT FORM" attached to the back of this Handbook. In addition, your first period teacher will review this handbook with you in class by Monday, August 28, 2015. Your familiarity with the handbook will enable you to understand the goals and the rules of the school.

I encourage you to make learning one of your top priorities and that requires your best efforts at school every day. From all of the Morrill Junior-Senior High School staff, we wish you a very successful year at school and I hope that your experiences are challenging, enjoyable, and rewarding.

Yours sincerely,

Tom Peacock

Principal

Morrill Junior-Senior High School

NOTE: The Student Handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it chooses. The rules, regulations and policies contained in this handbook will be constantly monitored for effectiveness. You will be notified of changes or additions.

STATEMENT OF NONDISCRIMINATION

Morrill Public Schools does not discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment of any of its programs or activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

In order to fulfill obligations under Section 504, the Morrill Public School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under section 504 (Part D), which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The school counselor will serve as the designated Section 504 coordinator. If there are questions concerning the 504 program, please feel free to contact the counselor during regular school hours.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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 Morrill 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 who serves 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 Morrill School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue S.W.

WASHINGTON, D.C. 20202-4605

NOTICE FOR DIRECTORY INFORMATION

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

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs;
Enrollment status; and
Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. If you do not want Morrill Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment. Morrill Public Schools has designated the following information as directory information:

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of attendance
-Grade level
-Participation in officially recognized activities & sports
recognized activities & sports
-Weight & height of members
of athletic teams
-Degrees, honors, and
awards received
-The most recent educational
agency or institution attended

Morrill Public Schools

2015-2016 Calendar

2015

AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				11	8

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					21	19

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					22	20

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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29	30					
					18	18

DECEMBER

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					16	15
					88	80

HOME OF THE LIONS

August 2015

17-19- TeacherIn-Service

20 - First Day of Class

September 2015

7- Labor Day

28-29 - PD A+ & ESU

October 2015

16 - End of 1st Quarter (39)

19 - Teacher Workday-Grades Due

22 - No School P/T Conferences12 - 8 PM

November 2015

25 - 27 Thanksgiving Break

December 2015

21 - End of 2nd Quarter (43/42)

22 - Teacher Workday-Grades Due

23-31 Christmas Break

January 2016

1 - Christmas Break

4 & 5 - PD A+ & ESU

6 - Students Return

February 2016

15 No School - ESU PD Day

March 2016

11- End of 3rd Quarter (47)

14 - Teacher Workday-Grades Due

17 - No School P/T Conferences12 - 8 PM

25 & 28 - Easter Break

April 2016

20-22 No School PD - NETA

May 2016

10 - Senior's last day

11 -Graduation Practice/Senior Lunch

14 - Graduation

18 - End of 4th Quarter (46)

19 Teacher Work Day-Grades Due

2016

JANUARY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					20	18

FEBRUARY

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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29				21	20

MARCH

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					21	19

APRIL

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					21	18

MAY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					14	13
					97	88

First/Last Days of School & End of Qtr

No School/Vacation Day

P/Tconferences Comp Day

Work day/No School

Professional Development

185 Staff Contract Days

Board Approved August 10, 2015

167 Kindergarten days 1169 hours

168 1st - 11th days 1176 hours

165 Senior days 1155 hours

MORRILL JR.-SR. HIGH SCHOOL 2015-2016
BELL SCHEDULE

Normal

1st hour	7:55 - 8:45	50 Minutes
2nd hour	8:48 - 9:38	50 Minutes
3rd hour	9:41 - 10:36	50 Minutes
4th hour	10:39 – 11:29	50 Minutes
5th hour	11:32 – 12:22	50 Minutes
LUNCH	**12:22 – 12:55**	**33 Minutes**
6th hour	12:58 –1:48	50 Minutes
7th hour	1:51-2:41	50 Minutes
8th hour	2:44-3:34	50 Minutes

Friday Pride Time

Connections	7:55 - 8:07	13 Minutes
1st Hour	8:10 - 8:44	34 Minutes
2nd Hour	8:47-9:21	34 Minutes
3rd Hour	9:24 – 9:58	34 Minutes
4th Hour	10:01 – 10:35	34 Minutes
5th Hour	10:38 - 11:12	34 Minutes
6th Hour	11:15 – 11:49	34 Minutes
7th Hour	11:52 – 12:25	33 Minutes
LUNCH	**12:25 - 12:55**	**30 Minutes**
8th Hour	12:58 - 1:34	36 Minutes
Pride Time	1:37 – 3:30	115 Minutes

2-Hour Late Start

1st Hour	10:00 - 10:34	34 Minutes
2nd Hour	10:37 - 11:11	34 Minutes
3rd Hour	11:14 - 11:48	34 Minutes
4th Hour	11:51 - 12:25	34 Minutes
LUNCH	**12:25 - 12:57**	**32 Minutes**
5th Hour	1:00 - 1:35	35 Minutes
6th Hour	1:38 - 2:13	35 Minutes
7th Hour	2:16 - 2:51	35 Minutes
8th Hour	2:54 - 3:30	36 Minutes

UNIVERSAL RULES IN ALL 7-12 CLASSROOMS

- Show respect for other students, teachers, and property of others. (No bullying, fighting, verbal putdowns. Allow teacher to teach)

- Students will arrive to class well prepared. (Books, pen/pencil, paper, finished homework, etc.)

- No Cheating! Incidents of cheating will be reported to the office for appropriate disciplinary action, and will become a part of the student's academic record.

- No profanity or slang substitutes for profanity.

- Students will not have food, pop, or candy in the classroom unless approved by the teacher in advance. NO SUNFLOWER SEEDS.

- Clear water bottles with water are permitted

- Students will have a written pass from a teacher at all times if they leave the classroom.

- All Teachers will post and enter into Infinite Campus two grades per week minimum.

NOTIFICATION CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Morrill Public Schools will give parents the following information about their child's classroom teacher:

(1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(2) Whether the teacher is teaching under an emergency or provisional teaching certificate.

(3) The 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 whether their child is being provided services by a paraprofessional and, if so, the qualification 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, Morrill Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

NOTIFICATION OF STUDENT FEE POLICY

Board Policy 504.19

The Public Elementary and Secondary Student Fee Authorization Act was adopted by the Legislature on April 11, 2001. It requires the adoption of a student fee policy. Please contact the school if you would like a copy of the policy.

HOMELESS POLICY NOTICE

Board Policy 503.09

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

The Superintendent shall serve as the District's designated 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 services 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.

REPSONSE TO INTERVENTION TEAM (RTI)

To support and assist struggling learners, Morrill Jr.-Sr. High School has a Response to Intervention (RTI) Team that is designed to assist students who are experiencing educational difficulties in regular educational programs. The team consists of several teachers, the guidance counselor, and the principal.

Teachers, the school counselor, administration, or a parent/guardian can refer students to the RTI Team. Upon referral, the RTI Team is activated and a meeting is held to brainstorm possible intervention strategies that would be of benefit to the student. The strategies are monitored for a specific amount of time and the effectiveness of the strategies evaluated. Hopefully, by implementing these strategies, we can assist struggling students to become more successful in school.

TITLE IX

The Superintendent shall designate the District's Title IX Coordinator. Students, their parents, and employees of the Morrill School District are hereby notified that this school does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Inquiries regarding compliance with Title IX may be directed to Cary Laucomer, (308)247-2149.

BULLYING PREVENTION
Board Policy 504.20

The Board of Education recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events.

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

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

Definition—"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal and physical aggression, threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment occurs on the basis of gender, disability, race or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Reporting---Staff shall not tolerate any bullying or harassment on school grounds or at any school activity on or off campus. Staff members who observe or become aware of an act of bullying or harassment shall take immediate, appropriate steps to intervene. If physical intervention poses a threat to a staff member's safety, the staff member is to take whatever other prudent action that will result in addressing the bullying. Staff members shall also report all acts of bullying to their building principal and shall file a report providing as much information as possible to assist in any investigation.

Investigation---Upon learning about a bullying incident, the building principal or designee shall contact the parents of both the aggressor and the victim, interview the students, involved witnesses, school staff, and parents; review the school records of those involved, and identify any other pertinent issues. Upon the filing of a written report or complaint of bullying, the building principal shall file a report of his/her investigation to the Superintendent of Schools within five (5) working days, and may invoke the appropriate consequences as outlined in the next paragraph.

Consequences---Consequences for students who bully others shall depend on the results of the investigation, and may include required counseling, parent conferences, detention, suspension up to ten school days, expulsion-up to the remainder of the semester-or involuntary assignment to an alternative education setting. Depending on the severity of the incident, or the repeated offense, the principal may also take appropriate steps to ensure student safety.

These may include implementing/ separation and supervision of the students involved; providing staff support for students as necessary; reporting incidents to law enforcement; and developing a supervision plan with the parents.

Students who are the victim of bullying and/or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

HARASSMENT BY STUDENTS

Board Policy 504.18

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

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

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

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

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

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

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

The district, will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy.

These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

NEBRASKA ANTI-HAZING LAW

28-311.06 Hazing, defined; penalty 1-for the purposes of this section and section 28-311.07:

Hazing shall mean an activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1) (b) of this section. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; and organization shall mean an organization of student members operating under the sanction of a postsecondary educational institution but shall not include the alumni organization or any corporation which owns the house or real estate of such organization.

(2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

(3) Any organization as defined in subdivision (1) (b) of this section whose members commit the offense of hazing in violation of the provisions of this section shall be punished by a fine of not more than ten thousand dollars.

Morrill Public Schools complies with all Nebraska State Laws. Any participant involved in hazing as stated in state statue, could be suspended from activity participation. The administration will conduct an investigation and determine if a suspension is warranted. The suspension will range from 28 days to removal from activity.

DATING VIOLENCE AND PREVENTION

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

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

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

Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

ADDRESSING BARRIERS TO ATTENDANCE

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed and annually reviewed in collaboration with the county attorney for the district's principal office location, is an attempt to address the barriers to student attendance. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to illness and shall state the circumstances and number of absences or hourly equivalent upon which the school shall render all services to address barriers to attendance.

Any superintendent, principal, teacher, or member of the school board who knows of any violation of the state school attendance laws (79-201) shall report that violation to the school attendance officer within 3 days.

The superintendent shall designate an attendance officer. The attendance officer will immediately investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has exceeded the number of unexcused absences as defined in the student handbook, the school shall render all services to address barriers to attendance. These services shall include the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

2. A meeting or meetings between the school attendance officer, school social worker, a school administrator or designee, the person who has legal or actual control of the child, and the student (when appropriate) to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
   (i) Illness related to physical or behavioral health of the child;
   (ii) Educational counseling;
   (iii) Educational evaluation;
   (iv) Referral to community agencies for economic services;
   (v) Family or individual counseling; and
   (vi) Assisting the family in working with other community services.

Approved_____Reviewed_____Revised _____

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The superintendent shall report 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 school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

Legal Reference:	Neb. Statute 79-208 and 209
	NDE Rule 10.012.01B
Cross Reference:	411.03 Attendance Officer
	505 Student Discipline
	506 Student Activities
	507 Student Records

ATTENDACE OFFICERS

The attendance officers in the Morrill School District are the Junior-Senior High School principal and the Elementary School principal.

ABSENCE CLASSIFICATIONS

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require approval in advance.

An absence for any of the following reasons will be excused, provided the required procedures have been followed: 1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents). 2) Illness which causes a student to be absent from school **with a doctor's note**. 3) Doctor or dental appointment which require student to be absent from school. 4) Court appearances that are required by a court order. 5) School sponsored activities which require students to be absent from school. 6) Family trips in which student accompanies parent(s)/legal guardian(s). 7) Other absences, which have received prior approval from the Principal.

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

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

STUDENTS NOT ATTENDING CLASS:

Any student who is habitually absent will face the possibility of expulsion from school. For the purpose of this policy, twenty (20) days of absence within **one school year** will be classified as being habitually absent. When a student reaches the fifteenth (15th) day of absence, a letter of notification will be sent to the parent and/or guardian informing them of the number of days of absences and that the student may face the possibility of expulsion if the number of days reaches twenty (20) days during the school year. If the number of days of absence for a student reaches twenty (20) days during the school year, the parent and/or guardian will be notified that the student is being dropped from the attendance roster.

ARRIVAL AT SCHOOL:

School supervision does not start until approximately 7:45 a.m. Students should not arrive until there is adequate supervision available. Doors to the building will be locked until 7:45 each morning. On bad weather days the doors will be opened when the principal/superintendent deems it necessary.

Regardless of the time of day, unless an administrator, teacher or para-professional is supervising a student, he/she will not be allowed in the building. Students will be required to obtain prior permission from a teacher they are wishing to see before being allowed in the classroom.

PRE-ARRANGED ABSENCES:

Absences for reasons other than illness, death in the family, or an emergency must be arranged through the principal's office in sufficient time that work can be made up before the absence is to occur. Failure to follow pre-arranged absence procedures will be grounds for an instructor to assign zeros for the assignments the student misses due to the absence.

ADDRESSING BARRIERS TO ATTENDANCE:

A student will be considered truant if he/she is absent without the knowledge and permission of his/her parents **or** the school. A student will also be considered truant for cutting classes or leaving a class or the building without permission from the principal's office.

STUDENT OBLIGATIONS:

-to be in class or study hall during the regular school hours and at the announced scheduled times.

-when leaving the school or returning to the school, during school hours, you must report your absence and return to the office; a failure to do this will result in the student being considered truant and will be subject to disciplinary action by the principal.

- to obtain an *Prearranged Absence Slip* or an *Activities Absence Slip* for those occasions that they know in advance they will be absent. This should be taken care of at least three (3) days prior to the anticipated absence.

- to have all work made up in advance for all anticipated absences including school sponsored activities unless arrangements have been made with the teacher to turn the work in at a later date.

- students must attend school on any day they expect to participate in a scheduled student extra-curricular activity; any deviation to this requirement must have prior administrative approval. Any unexcused

absence (full day/partial period) on the day of an extracurricular activity will result in the student being suspended from the activity scheduled on that day.

- make-up work, **with the exception of participation grades**, which was missed due to an excused absence; two (2) days, will be allowed for each day absent to make-up missed work. (Thus, if a student is absent four (4) days, he/she will be given eight (8) days to get his/her work made up.) For an extended illness of five (5) or more days, special arrangements will be made with individual teachers to extend the amount of make-up time that will be allowed; however, a teacher may only grant this extension one time for each period of illness. A doctor's note approving the student's return to school is required when a student misses school for five (5) or more consecutive days due to illness.

TEACHER OBLIGATIONS:

- Provide assigned homework, which may include written work not required of students in attendance, for each period of student absence.
- Make arrangements with students to receive missed instruction on missed content.
- Correct any work that is submitted to them for which time has expired and return it to the student for future reference and use.
- In grading, mark "incomplete" in Infinite Campus for the period of student absence. After time has expired, mark appropriate grade.
- Discuss attendance concerns with students in a timely manner.

PARENT OBLIGATIONS:

- Encourage and require students over whom they have parental authority to attend school regularly.
- Within 24 hours of each absence call the office or send a note with their child to inform the school of the reason for each student absence. Failure to do so will result in the absence being classified as unexcused.
- Submit a doctor's statement for office visits.
- Submit a doctor's statement for each student absence due to extended illness when a student misses five (5) consecutive days or more.
- Appeal any attendance decisions with the principal in a timely manner.

STUDENT DISCIPLINE

RATIONALE:

The primary purpose of our rules included in this policy is to monitor the behavior of students at their place of work.

Because a student's behavior away from school can influence school goals, our rules may be applied to a student's behavior away from school if an educational interest can be established.

Both society and schools are governed by laws, values and standards of conduct that influence and regulate individual behavior. A basic function of our school rules is to prepare students to live within the accepted framework of society. Our rules are not meant to threaten students; they are meant to enhance their growth as members of society.

CODE OF BEHAVIOR:

These practices are expected of all students:

1. Be honest
2. Be courteous
3. Be considerate of others feelings
4. Be respectful to others and to school property
5. Follow all rules and regulations of the school
6. Use sound judgment and common sense
7. Take pride in your school and in your appearance
8. Strive to always do your best in all your schoolwork
9. Strive for knowledge, wisdom, and respect

GENERAL CODE OF CONDUCT:

The general code of conduct that should govern the actions of individuals as they attend Morrill Junior-Senior High School.

Students and adult personnel will at all times demonstrate respect for the individual worth and dignity of those with whom they have contact.

GENERAL EXAMPLES OF MISCONDUCT:

a. Disrespect for individuals and/or rules is not acceptable behavior nor are activities such as insubordination, student initiation, name calling, student hazing and similar behaviors.

b. The use, possession, being under the influence of or delivery of intoxicating beverages, E-Cigarettes, tobacco and/or illegal and/or look alike drugs on school grounds or at any school, activity is prohibited.

c. Theft or destruction of school or private property.

d. Students who willfully destroy school property will pay for the property and are subject to discipline.

e. Fighting, gambling, public displays of affection, lewd language or printed material, profanity and unsportsman-like conduct are unacceptable behavior and cannot be tolerated in school or at school activities.

f. Sexual/racial harassment of any student by an individual under jurisdiction of Morrill Public Schools is expressly prohibited as a violation of law and Board policy.

g. Aiding or abetting any type of misconduct.

h. Any other conduct, which substantially interferes with school purposes, will not be permitted.

i. Students are expected to obey these rules, other rules listed in this handbook, the rules of any host school when we are their guests, and all laws of the United States and/or the State of Nebraska. ***LOCAL LAW ENFORCEMENT AUTHORITIES WILL BE NOTIFIED WHENEVER A LAW HAS BEEN BROKEN.***

j. Teachers have the authority and responsibility for establishing, communicating, and enforcing rules for student conduct within their own classroom.

These rules are established within the guidelines of school policy and law. Therefore, it is mandatory that students adhere to these rules.

Students who choose not to obey these rules will be subject to disciplinary action. The discipline may include, but not be limited to, any of the following: 1) loss of student privileges in regard the noon hour; 2) loss of student privileges in regard to extra-curricular activities such as drama, music, athletics; 3) detention before or after the normal school day; 4) in-school suspension; 5) an out-of-school short-term suspension from school for five (5) or fewer days; 6) an out-of-school long-term suspension for six (6) to twenty (20) days; 7) expulsion from school and all school activities for the remainder of the semester; 8) expulsion from school and all school activities for the remainder of the semester and the following

semester if the offense occurs within ten (10) days of the end of the semester; 9) expulsion for a calendar year for firearm violations; and/or 10) any other logical consequences that may apply.

STUDENT DUE PROCESS:

Short-Term Suspension - Due Process Guarantees

l. Short-term suspensions are for periods of time up to and including five (5) days. All assignments completed during out-of-school suspension are due upon the student's return to school. During a student's first short-term suspension, he/she will receive 80% of the original grade earned on any assignments given during the suspension. During a student's second short-term suspension, he/she will receive 70% of the original grade earned on any assignments given during the suspension. All subsequent short-term suspensions will result in a student receiving a zero for any assignments given during the suspension. A student serving an out-of-school suspension is not allowed to participate in or attend any school activities or functions during the suspension.

2. Before imposing suspension the Principal will make an investigation and give the student oral or written notice of charges, an explanation of the charges, and the opportunity to present his/her version.

3. The Principal may suspend a student after it is determined that the consequence is necessary to help the student or to prevent interference with school purposes.

4. The Principal will, within 24 hours (or such time as is reasonably necessary) following suspension, send a written statement to the student and the parents/guardians that describes the student's conduct or violation of rules and gives a reason or reasons for the action taken.

5. The Principal will make a reasonable effort to confer with the parents/guardians before, or at the time, the student returns to school.

Long-Term (6-19 days) Suspension or Expulsion - Legal Grounds

During a student's first long-term suspension, he/she will receive 80% of the original grade earned on any assignments given during the suspension. During a student's second long-term suspension, he/she will receive 70% of the original grade earned on any assignments given during the suspension. All subsequent long-term suspensions will result in a student receiving a zero for any assignments given during the suspension. A student will receive zeros for all assignments that occur during an expulsion. A student serving an out-of-school suspension or expulsion is not allowed to participate in or attend any school activities or functions during the suspension/expulsion.

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by the 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:

a. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes;

b. 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;

c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;

f. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, inhalants or being under the influence of any of the above; possession of drug paraphernalia; or 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.

g. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age, but less than nineteen years of age;

h. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in section 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

i. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

j. A repeated violation of any rules and standards validly established pursuant to section 79-262, if such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

Emergency Exclusion from School - Legal Grounds

a. Dangerous communicable disease.

b. Creating a danger to self or others.

c. Disrupting the opportunity of others to learn.

Long Term Suspension, Emergency Exclusion and Expulsion - Due Process Guarantees

Long-term out-of-school suspensions are for periods of time including or exceeding six (6) days, but less than twenty (20).

Emergency exclusion may not last longer than necessary to avoid the threats of the emergency.

An expulsion is a suspension for the remainder of the semester.

When misconduct occurs within ten (10) days prior to the end of the first semester, the expulsion will remain in effect through the second semester. When misconduct occurs within ten (10) days prior to the end of the second semester, the expulsion will remain in effect through the first semester of the following school year.

The expulsion of a student for (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 as provided in subdivision (3) of section 79-267 or (b) the knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the end second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

The expulsion of a student for the knowing and intentional possession, use, or transmission of a firearm as defined in 18 U.S.C. 921 as of January 1, 1995 shall be for a period as provided by the school district policy adopted pursuant to section 79-263. This subsection shall not apply to (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b)

firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the Board of Education. Otherwise, the student may be readmitted by action of the superintendent.

Before imposing discipline the Principal will make an investigation and give the student oral or written notice of charges, an explanation of the charges, notice of the accuser, and the opportunity to present his/her version.

The Principal will file with the Superintendent, on the date of the decision to suspend, expel, or exclude, a written charge and summary of the evidence in the case.

The school shall, within two school days after the decision to discipline in this manner, send a written notice by registered or certified mail to the student and his or her parent or guardians informing them of the rights established under the Student Discipline Act. This notice will include the following information: 1) the rule or standard of conduct violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student; 2) the penalty, if any, which the principal has recommended in the charge, and any other penalty to which a student may be subject; 3) a statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges; 4) a description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing; 5) a statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substances of their testimony; and 6) a form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in section 79-268.

Authority to Suspend Until a Hearing

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

PROGRESSIVE DISCIPLINE PROCEDURES:

The school's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the following charts. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by the principal, he/she will receive a specific number of points. Any points received shall be cumulative throughout each semester. Accumulation of 50 or more points in any category or combination thereof, during any semester, will result in recommendation to the Board of Education of Education for expulsion from Morrill Public Schools.

Because a student's behavior away from school can influence school goals, our rules may be applied to a student's behavior away from school if an educational interest can be established. Fights and assaults at school activities, and/or on the way to or from school will be handled in the same manner. All students have the right to feel safe on the way to and from school.

Also, if the school participates in an activity that lasts more than one day, school rules will apply for the duration of the activity even if there are no Morrill students actively participating in the event. For example, if the basketball teams lose in the first round of a tournament, school rules will apply for the remainder of the tournament even though the teams are not competing.

Definitions of Terms

The following Definitions of Terms is provided in order to help clarify inappropriate behaviors. The list of definitions is not meant to be all-inclusive, but rather to serve as a guide. The administration of the "Progressive Discipline Procedures" cannot be an absolute for all students in all situations; therefore, the administration will consider mitigating circumstances when assigning discipline to individual students. In the event that a student's offense does not fall within a defined category, the administration will assign discipline at a level consistent with like offenses.

Bottles/Containers

No bottles/containers are to be brought into the building without the permission of the principal. This includes items such as pop, juice, water, etc.

Cheating

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.

Detentions

Time during the day (before and after school) when a student is required to report to a specified area to make up time. Examples of reasons for being assigned detention would be misbehavior, tardies, lack of effort in class or classes, etc. Any student assigned detention will be allowed to choose detention that day or the next school day.

Disrespect to a Faculty Member

Lack of respect toward any employee of Morrill Public Schools.

Disruption of School/Class/Assemblies

Examples include: Yelling and/or running in the halls, persistent talking without permission, horseplay, throwing things, etc.

Disruptive Objects

Tacks, whistles, rubber bands, water guns, etc.

Electronic Devices:

Electronic devices such as iPods, MP3 players, CD players, radios, Walkman, tape players, lap tops, etc. are not to be brought to school without teacher permission. Approval will be based on educational need. **Cell phones, pagers, or other communication devices are not permissible in school and/or the**

classroom. Morrill Jr/Sr High School is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time). Students bring these items to school at their own risk.

Explosives, Fireworks, and Foul Substances

Any article containing an explosive or combustible substance-including fireworks- or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

Extortion/Blackmail

The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

False Alarm of Fire

Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

False Call

The act of claiming the name of another person to excuse a student from class or school.

Fight/Assault

The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.) Each fight is considered to involve at least two active participants. Fights should be reported to the office immediately.

Assault is defined as a physical attack by one student toward another student or adult. Assaults should be reported to the office immediately.

The principal will recommend the expulsion of any student involved in his/her second fight/assault. The principal's recommendation for expulsion due to fights or assaults can be delayed by appealing to a "Jury" composed of four (4) faculty or staff members. The "Jury" will listen to the testimony presented and make a final decision. A request to appear before the fight jury must be made within 24 hours of the fight/assault.

Forgery

The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or parental notes.

Gross Misbehavior

Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well-being of others including the promotion of fighting.

Harassment/Intimidation

Any act of threat by force or verbalization against another person.

Illegal Entry

Forced entry or entry without administrative authorization into a building, room or school property.

Inappropriate Behavior/Gestures

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.

Inappropriate Dress/Speech

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. See “Dress Code” provisions for specific details.

Indecent Exposure

Making any open or indecent exposure of his or her person or the person of another.

Indecent Material

The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

In-School Suspension

The student will attend school, but will be placed in isolation from the general student body. The student will be expected to complete all work assigned and the student will receive credit for completed work.. The student will not be allowed to take part in any school activity scheduled for that date.

Insubordination

Disregard for the authority of a staff member.

Littering

To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacle set aside for such purposes.

Loitering

Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Member of the Administrative Staff/Designee

A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

Misuse of School Materials

Misusing and/or using school materials in an unauthorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, FCS food products, etc.

Other School Personnel/Staff Members

All school district employees and functionaries except teachers. The term includes, but is not limited to, secretaries, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

Physical or Verbal Assault

The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

Plagiarize

To steal and pass off as one's own work without crediting the source.

Possession or Illegal Use of Weapon

The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession/Use of Tobacco/E-Cigarettes

Smoking by any students or the possession of smoking materials and/or chewing tobacco is not permitted on school property.

Profanity

The use of language that is unacceptable to school/community standards.

Public Display of Affection

The showing of affection that is not appropriate in the school setting such as kissing, embracing, etc.

School Property

Any building, buildings, part of any building, structure, land or property of the school district or any property that is being leased or used by the school district.

Theft 1

The act of acquiring and/or being in possession of the property of another, without consent, at a value less than $100.00

Theft 2

The act of acquiring and/or being in possession of the property of another, without consent, at a value of greater than $100.00

Trespass

Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart there from by members of the school staff, refusing or neglecting to depart there from.

Truancy

A student will be considered truant if he/she is absent without the knowledge and permission of his/her parents **or** the school. A student will be considered truant for cutting classes or leaving a class or the building without permission from the principal's office.

Unauthorized Games in School Building

Gambling, poker, electronic games, computer games, etc.

Unlawful Intimidation of School Authority

Interfering with administrators, teachers or other school personnel by force or violence.

Vandalism 1

Destruction of school property of property belonging to another at a value of less than $100.00.

Vandalism 2

Destruction of school property or property belonging to another at a value of more than $100.00.

Verbal/Physical/written Threat to Teacher/Staff

Any verbal, physical, or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity

Offensive, lewd, obscene behavior or speech.

Possession/Use of Weapons/Use of Force

A weapon is any item specifically designed for use as a weapon or any everyday item that is used in an attempt to threaten or harm another person. Students are to leave at home any pocket knives, laser pointers, metal bars, toy guns or knives, fireworks, lighters, or any object or material that is ordinarily or generally considered to be a weapon. These items will be confiscated and turned over to the local law enforcement authorities. In addition, the student may be suspended or expelled from school. If the weapon is a firearm, the expulsion will be for a calendar year.

"Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

2) The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds. If the weapon is not a firearm the expulsion will not exceed the remainder of the current school year if this offense occurs in the first semester and the expulsion will remain in effect for the remainder of second semester, summer school, and first semester or the following school year if the offense occurs in the second semester.

5) Photos that contain weapons will not be published in the school yearbook, senior alumni pictures, or any other pictures used for school purposes.

TOBACCO-FREE ENVIRONMENT

School district facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material and may be required to leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

PROGRESSIVE DISCIPLINE LEVELS AND EFFORTS TO KEEP STUDENTS IN SCHOOL:

A: Detention
B: Multiple Detentions
C: 1-5 Days In-School Suspension
D: 5-10 Days In-School Suspension
E: 1-5 Days Out-of-School Suspension
F: 5-10 Days Out-of-School Suspension
G: Recommend Expulsion
H: Referral to appropriate authorities for prosecution.

NOTE: Substitute Teachers play a unique role in continuing the educational mission of Morrill Junior-Senior High School while a teacher is absent from the class. It is critically important to insure that the substitute's experience at Morrill Junior-Senior High School will be positive, so that they will continue their service to the school. Note: assigned points and punishments will be doubled from the Progressive Discipline Chart for offenses incurred under the direction or supervision of a substitute.

There are several categories of inappropriate student actions listed in the table below. The categories range from **Category 1** offenses, which are minor offenses, those not typically associated with disrupting the learning process, to **Category 8** offenses, those that are criminal in nature and result in an automatic recommendation for expulsion. The following list is not meant to be totally inclusive. The principal will decide the appropriate placement for any inappropriate behavior not specifically addressed in the following table.

PROGRESSIVE DISCIPLINE CHART OF CONSEQUENCES

REPETITION

Category 1 Offenses	PTS	1st
1. Bottles/Containers in school	0	A(Confiscation of item)
2. Public display of affection	0	A
3. Minor cafeteria misbehaviors	0	A
4. Failure to keep locker clean	0	A
5. Dress code violations	0	A
6. Littering	0	A
7. Food in locker	0	A (Confiscation of item)
8. Inappropriate use of vehicle	0	A
9. Misuse/no pass	0	A
10. Bus misbehavior	0	A
11. Electronic device w/o permission	0	A (Confiscation of item)
12. Other	0	A

Category 2 Offenses	PTS	1st	2nd	3rd	4th	5th
13. Repeated violations of Category I	8	A	B	C	D	E
14. Chronic tardiness	8	A	B	C	D	E
15. Disruption of class/school	8	A	B	C	D	E
16. Disruption of assembly	8	A	B	C	D	E
17. Parking inappropriately	8	A	B	C	D	E
18. Inappropriate behavior/materials	8	A	B	C	D	E
19. Spitting	8	A	B	C	D	E
20. Disruptive objects (Confiscation)	8	A	B	C	D	E
21. Profanity/vulgarity/inappropriate language	8	A	B	C	D	E
22. Unauthorized games used in classroom	8	A	B	C	D	E
23. Loitering	8	A	B	C	D	E
24. Other	8	A	B	C	D	E

Category 3 Offenses	PTS	1st	2nd	3rd	4th	5th
25. Cheating/Plagiarism	10	A	B	C	E	F
26. Skipping/Cutting class/Truant	10	A	B/I	C/I	E/I	F/I
27. Bullying/Degrading fellow student	10	A	B	C	E	F
28. Disorderly conduct	10	A	B	C	E	F
29. Failure to identify self to school officials	10	A	B	C	E	F
30. Roughhousing	10	A	B	C	E	F
31. Indecent material/action	10	A	B	C	E	F
32. Jeopardizing the safety of oneself or others	10	A	B	C	E	F
33. Leaving school building/ class without permission	10	A	B	C	E	F
34. Giving false information during an investigation.	10	A	B	C	E	F
35. Misuse of material & equipment	10	A	B	C	E	F
36. Not following request	10	A	B	C	E	F
37. Trespassing	10	A	B	C	E	F
38. Other	10	A	B	C	E	F

Category 4 Offenses	PTS	1st	2nd	3rd	4th	5th
39. Leaving grounds w/o permission	14	B	C	E	F	H
40. Use/possession of tobacco products (E-cigarettes)	14	B/I	C/I	E/I	F/I	H/I
41. Careless driving/speeding	14	B/I	C/I	E/I	F/I	H/I
42. False calls	14	B	C	E	F	H
43. Forgery of notes	14	B	C	E	F	H
44. Vandalism 1	14	B/I	C/I	E/I	F/I	H/I
45. Theft 1	14	B/I	C/I	E/I	F/I	H/I
46. Other	14	B	C	E	F	H

Category 5 Offenses	PTS	1st	2nd	3rd
47. Gross misbehavior	21	E	F	H
48. Disrespect faculty members	21	E	F	H
49. Harassment/Intimidation	21	E	F	H
50. Vandalism 2	21	E/I	F/I	H/I
51. Theft 2	21	E/I	F/I	H/I
52. Insubordination	21	E	F	H
53. Fighting/Assault	21	E/I	H/I	
54. Under the influence	21	E/I	F/I	H/I
55. Other	21	E	F	H

Category 6 Offenses	PTS	1st	2nd	3rd
56. Indecent exposure	28	F	G	H
57. Intimate acts	28	F	G	H
58. Open/persistent defiance of authority	28	F	G	H
59. Threatening behavior	28	F	G	H
60. Other	28	F	G	H

Category 7 Offenses	PTS	1st	2nd
61. Possession/Use of alcohol/drugs on school grounds or at school activity	42	G/I	H/I
62. Extortion	42	G/I	H/I
63. False fire alarm	42	G/I	H/I
64. Intimidation of administration	42	G/I	HI
65. Possession or use of firecrackers	42	G/I	H/I
66. Possession of weapon	42	G/I	H/I
67. Other	42	G/I	H/I

Category 8 Offenses	PTS	1st
68. Selling/giving/exchanging alcohol/drugs	50	H/I
69. Arson	50	H/I
70. Use of weapon/force	50	H/I
71. Bomb Threat	50	H/I
72. Physical assault (school employee)	50	H/I
73. Possession and/or use of explosives	50	H/I
74. Possession of firearm	50	H/I (One calendar year)
75. Other	50	H/I

DRESS AND ATTIRE AND STUDENT APPEARANCE (DRESS CODE)

Board Policy 504.06

The educational climate of the school is affected by student appearance. As a result, administrative prerogative is reserved for judgment in cases of student dress that could be considered immoral, immodest, or in any way distracting or offensive to students, teachers, or staff. Students at Morrill Junior-Senior High School are expected to come to school and school activities being neat and clean. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others. Students attending school should at all times be dressed in a manner that is conducive to a businesslike scholastic atmosphere. The dress and grooming of a student does have a relationship to attitude and work habits, as well as interpersonal relationships with faculty, staff, and classmates. Hence, appropriate dress and grooming can have a positive effect on school discipline.

Student dress and grooming should be in good taste and appropriate for the occasion. It should reflect consideration for safety, health precautions, cleanliness, neatness, and academic endeavor.

The following are examples of clothing and/or jewelry that will not be allowed:

1. Clothing that is immodest or unnecessarily distracting to the learning environment (BOYS: shirts with no sleeves, tank tops, muscle shirts, mesh shirts or spandex top. GIRLS: shirt with bare backs, spaghetti strap tops, low-cut tops, tube tops, halter tops, see-through tops, spandex, mesh shirts with no under garments, pajamas, etc.). All clothing should be sufficient to conceal undergarments (including sports bras and boxer shorts) at all times. **What is meant to be covered needs to be covered.**
2. Clothing that is suggestive or has on it suggestive phrases, promotes immoral or illegal practices, or advertises tobacco, alcohol, drugs, etc. (Example: Big-Johnson T-shirts, Co-Ed naked apparel, Lucky Pub and Brewery Shirts)
3. Clothing that is in any other way disruptive to the educational process. (Torn or soiled clothing, gang related apparel, jeans with excessive tears, etc.)
4. Pants, Shorts & Skirts: Shorts may be worn as long as they are in good taste and not excessively short. The following shorts will not be allowed in school. a.) No bike shorts, b.) No cut offs, pajama pants, or flannel pants, etc.) No spandex. Pants worn will NOT SAG, no excessive hole or tears. Leggings may be worn IF: the top must completely cover the backside.
5. Bare feet. Proper footwear should be worn at all times. Health laws require that shoes be worn at all times while in school. Slippers should not be worn to school.

6. The wearing of outdoor clothing such as backpack, book bags, hats, jackets, or coats must be stored in the assigned lockers during school hours.
7. Bare midriffs – All shirts should cover midriffs at all times. This includes when a student is standing, sitting, or bending over.
8. Hats, bandannas, or head covers of any type are not to be worn in any fashion in the building during regular school hours. This rule applies to both girls and boys. Hats are to go in the student's locker when they enter the school and stay there until the student leaves the school. Hats are not to be carried from class to class.
9. Any articles that could cause injury to others such as spikes, chains, etc.

Clothing must be Appropriate, Modest, and Clean

The Principal and Guidance Counselor will determine if a student is wearing inappropriate clothing. The student will be asked to change clothes and/or cover the inappropriate clothing or have parents bring appropriate clothing for changing. Parents will be required to pick up all confiscated items. Repeated violations will be handled with progressive discipline measures and confiscation of the item for the remainder of the school year.

SCHOOL SPONSORED DANCES AND PARTIES:

Parties and dances must be scheduled through the Principal at least one week in advance of the desired date.

Proper conduct and behavior will be expected at parties and dances. All school policies and discipline procedures will apply.

Prom will consist of 10th-12th grade, where 9th graders will act as servers for the dinner. Servers may attend the dance following.

High School social activities shall be limited to full-time students in grades 9 through 12. Out-of-school dates may be brought to the following dances: Homecoming, Winter Royalty, and Prom. Out-of-school dates must be registered in the principal's office. A student who brings a guest is responsible for their guest's behavior. A ticket, if applicable, must be purchased. Morrill students are responsible for the actions of their guests. **No person that is not a student, or the date of a student, will be allowed to attend school dances.**

Junior High students may not attend Senior High dances. Junior High students will be allowed no more than two Junior High dances a school year.

Unless otherwise approved by administration, one-half hour after a dance or party is scheduled to begin, there will be no further admittance to the function. A sponsor may deviate from this rule if the reason for late arrival is previously known and approved by administration.

Once a student arrives at a party or dance and the doors have been closed, they may not leave the confines of the building or entrance area and be re-admitted.

LIBRARY RULES:

The philosophy of the Morrill High School Library is centered on service to our student body, not only in providing resources and equipment for use, but also in providing aid in securing these materials and equipment. The library is to be a quiet area for students to study, do research and gather materials. Students will not be permitted to engage in casual conversations that are disruptive to the purposes of the library. A complete list of library rules is posted in the library.

TRANSPORTATION ISSUES

USE OF MOTOR VEHICLES:

In order to provide for the health, safety and welfare of students attending Morrill Public Schools, the following regulations governing the use of motor vehicles driven to school will be enforced.

I. Motor vehicles will not be moved from the parking lot during class time without the permission of the Principal or Superintendent (Student Aides). This permission will only be given to students who have a valid vehicle operator's license.

II. Drivers who are entering or departing the vicinity of the school and surrounding residential and business area will be subject to the disciplinary action of this regulation, if traffic laws of the state of Nebraska are violated.

III. All students who drive to school will park in the parking lot south of the high school building. Students are required to park their vehicles in an orderly fashion. Students are to leave room for buses and possible deliveries. In addition, you may not block anyone's car while parking.

IV. Discipline options for violations of any part of these provisions may include any of the following: 1.) Suspension of student privileges that may include driving privileges, 2.) Detention,

suspension from school, either in-school or out-of-school and expulsion, 3.) Citations issued by local authorities.

SCHOOL BUSES:

The buses are operated as a convenience for students and patrons of the district. They do represent a substantial investment. Therefore, students are expected to take care of and show respect for the property and investment. Rules concerning behavior are posted in the bus and will be given to each student at the beginning of the year. Bus drivers are to receive the same respect given to any other staff member. If students do not adhere to these rules, the privilege of riding the buses will be denied.

School buses will arrive at school at approximately 7:45 a.m. and leave at approximately 3:35 p.m., or five minutes after school is dismissed. If a student will not ride the bus on a given day, his parents will please see to it that the bus driver is informed. Bus drivers must follow their schedules. They will only wait for riders for a period of time that will not jeopardize the remainder of their schedule. In addition, school bus evacuation drills will be held twice per year.

SCHOOL PROPERTY

SEARCH AND SEIZURE:

All lockers, desks, other school property, and storage areas belong to the school and may be inspected by the Principal or Superintendent whenever it is deemed necessary to do so. All lockers will be emptied prior to checking out the last day of school.

School officials also reserve the right to search an individual and/or automobiles located on or adjacent to school premises which may be used for parking or gaining access to school property when there is reasonable suspicion to believe contraband (drugs, weapons, alcohol, and other materials) may be present. Canine search teams will be used on a periodic random basis to search lockers and the school parking lot.

SCHOOL EQUIPMENT:

Your parents and other taxpayers are paying for your education. This is their school and yours. Be proud of it and take care of it and its equipment. Students are financially responsible for loss or damage to any books or any school equipment. Anyone found causing damage to school property will pay for the damage and will be subject to disciplinary action. The teachers will assess fines for damaged schoolbooks and equipment.

The school is not responsible for lost or stolen articles. Students are discouraged from bringing valuables and large amounts of money to school. In addition, students are encouraged to use a pad-lock to lock items in their lockers while at school. Additionally, parents are required to purchase a lock to keep their child's property safely secured in their own lockers.

OPERATIONAL PROCEDURES

ANNOUNCEMENTS:

A daily bulletin will be published each morning. This bulletin will contain information about the events scheduled for the upcoming week. Items such as the school lunch menu and student activities will be addressed. All announcements must have a sponsor's signature or be placed on Infinite Campus.

Intercom announcements will occur on a daily basis at 8:00AM. Requests for information to be included on the intercom announcements should be given to the high school secretary in a timely fashion. All announcements must have a sponsor's signature. These forms of communication are to be used for school-sponsored events only.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance will be read each day when the daily announcements are read. Students are not required to say the Pledge, but they are required to stand and respect the right of those who choose to participate. Teachers will assign detention to anyone who disrupts this process.

TELEPHONE:

Telephone calls are limited to those of extreme importance and of short duration. Students are to use the student telephone provided at the office window with advanced permission from the teacher or the principal. Students are to use the phone between classes, as it will not be available to students during classes.

SCHOOL MEAL PROGRAM:

In order to provide a school meal program that benefits the health, nutrition, and learning capabilities of our students Morrill Public Schools participates in the School Breakfast Program and the National School Lunch Program.

It is our goal to have the school meal program as self-sufficient as possible. If conditions permit, those who make use of the program should assume the cost of operation.

Meal prices will be established prior to the beginning of each year, but we reserve the right to increase or decrease prices at any time. Price changes will be effective at the beginning of the month following board action to change prices.

While eating in the lunchroom, students will be expected to exercise proper table and dining manners. We expect nothing more than would be expected in most homes.

A CLOSED CAMPUS policy is effect for students in grades 7th – 10th. These students will not be allowed to leave campus during the lunch period. They will be required to go to the cafeteria to eat a hot lunch or bring a sack lunch. Students in grades 11th – 12th may choose to leave campus during the lunch period, even though it is recommended they have a nutritious meal at the cafeteria.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

PROGRESS REPORTS:

The school will attempt to keep parents informed concerning the academic progress of students. Progress reports will be made available at the midway point of each quarter for all students. Also, we will appreciate any inquiry that a parent wishes to make in regard to the classroom performance of their son or daughter.

INSURANCE:

Students and athletes will be given the opportunity to purchase insurance through the school, if they wish to do so. Insurance information will be sent home with the students at the beginning of the school year, or with the beginning of fall season sports, whichever is appropriate. As the insurance bulletins will indicate, there are various plans to be purchased.

All students out for athletics must have some type of insurance, either through the school or an agency chosen by the parents. Football insurance will be available and will cover only participation in this sport.

The cost of any of the offered plans is very nominal when compared to other plans. It should be expected that the coverage will be limited and may pay only a portion of the medical expenses.

FIRE DRILL PROCEDURES:

When the fire bell is rung, students and faculty are to leave their room and walk in an orderly manner outside. Windows are to be closed and the door closed behind them. Please observe the following routes:

1) The office, library, and rooms 210, and 230 will exit through the northeast exit.
2) The teachers work room, and rooms 240, 330, 340, 350, and 360 will exit through the north west exit.
3) Rooms 310, 320, 410, 150, and 140 will exit through the southwest exit.
4) Rooms 110, 120, and 130, will exit through the southeast exit.
5) Students in the gym and weight room will exit through the east exits in those areas.
6) Students in the Industrial/Fine Arts Building will exit as directed by their teacher.

Teachers will move students to the area designated in the school safety plan and remain there with them until the all clear is given.

TORNADO WARNING PROCEDURES:

Tornado drills will be held periodically. All classroom doors should be closed. Teachers will escort students by the shortest route possible to the area specified for their classroom and remain in the

immediate area of his or her class. Students are to sit with their backs to the walls and cover heads when possible.

The tornado warning will be several bell rings in succession. Further instructions will be given over the intercom system. Please observe the following routes:

1. The boy's locker room will be used for students in the gym, weight room, library, shop, welding, distance learning, and Senior High classrooms 210, 230, and 240. Students will use the north gym door. Students who are outside the gym shall also go directly to the boy's locker room. All students shall be seated next to the walls, lockers, and showers.
2. The girl's locker room will be used for students in the art room, and Sr. /Jr. High classrooms 110, 120, 130, 140, 150, 310, 320, 330, 340, 350, and 410. Students shall use the south gym door and go directly to the girls locker room and be seated next to the walls and lockers.
3. If time permits, students in the Industrials Arts Building shall move to the locker room
4. Teachers shall turn off electricity.
5. Students in the cafeteria will seek shelter in the closest rest rooms and storage rooms.
6. The all clear will be announced on the intercom.

BAD WEATHER SCHOOL DISMISSAL:

In case school will be canceled because of bad weather, the information will be broadcast via local media and the one call system. An attempt will be made to get this information to the public as soon as possible.

POSTERS AND SIGNS:

Posters and signs that are designed or constructed by students must have the approval of the administration or sponsor before being posted. All signs and posters, which are posted for public display, should reflect quality and high standards in both content and appearance.

Non-school groups who wish to display posters or signs may post them on the wall adjacent to the principal's office. All posters will require administrative approval.

ADULT VISITORS:

Visitors are welcome at Morrill Public Schools. A public school should be public. Our visitors should be treated as guests, even though most of the visitors will be taxpayers of the district and in that sense, the owners of the school.

Visitors are required to follow certain guidelines when visiting school. These are:

1. **All visitors must report to the Secretary/Principal's office before proceeding to their destination and obtain a visitors pass.**

2. If observation of a certain skill or subject is desired, parents will be asked to visit during a specified time period.

3. Children, 10 years of age or less, who wish to visit school must be accompanied by a parent. The Principal or Superintendent must give prior approval to all other visitors.

4. Parents may confer with a teacher during a **planning period and before or after school.** They are always encouraged to confer during parent-teachers conferences. **Parents are not to confer with teachers when class is in session.** Teachers are to be in their classroom if students are present, not in the hallway conferencing with a parent. If you feel the need for an immediate response, please report to the office and discuss the problem with administration.

5. Salesmen and other such agents will not be allowed to solicit or visit students during school hours without administrative approval.

6. Visitations are discouraged during the first and last week of school. All persons, except employees of the school district and representatives of firms performing service for the school and of public utility firms in the act of carrying out their duties, shall be prohibited from loitering on the school grounds or in the school buildings or from moving about the building and grounds while school is in session without first having obtained permission of the Superintendent or Principal. Any person seeking such permission shall be required to go immediately to the proper office and shall not move about the grounds or building until such permission is secured. All school personnel are required to aid in enforcing this rule.

Any person, other than a school employee, who wishes to visit or interview a student, must obtain the permission of the Principal or Superintendent prior to contacting the student. This permission shall not be granted unless in their judgment there is a clear and valid reason to grant such permission. Ordinarily, these visits shall be restricted to parents of the students or persons known by the administration to be family, friends or to have substantive reason for the request.

STUDENT VISITORS:

A student who is considering enrolling at Morrill JR/SR High School may visit classes of Morrill JR/SR High School. A visitor's pass must be secured from the office at least 24 hours prior to the visit. Visits should be limited to a maximum of one (1) day in duration and should occur for valid educational purposes only. The guidance counselor will place all visiting students in an appropriate grade level and assign a student mentor to assist the visitor throughout the day. These visits may not take place during the first two weeks or last two weeks of school.

POLICE QUESTIONING PROCEDURES:

Questioning or interview of students on the school premises will take place pursuant to the following guidelines:

1. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning should not take place until the parent, custodian, or guardian of the student has been contacted and permission is given for such interview. Unless a parent specifically requests the principal or other school agent to be present during the interview, such presence is not necessary. An attempt should be made to document the parent's consent either by obtaining such consent in writing or by confirming a consent given over the telephone by a letter.
2. If a representation is made by an investigator that an interview is necessary to collect information concerning an allegation of abuse, neglect, or an offense involving a family relation and it is clear that the obtaining of a parent's consent would be impossible or counterproductive, the principal may allow the interview on school premises. In these situations, the principal or his/her agent should be present during the interview to insure that the interview relates only to those matters specified by the law enforcement official.
3. If the investigation and the request for an interview relate to an incident that took place on school grounds and/or during school hours, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his/her agent should be present during the interview to ensure that the matters inquired into relate only to the incident that took place on school property or something that is directly related thereto.

SCHOOL NURSE:

The nurse is shared between the elementary and JR-SR high school during this time. Should a student become ill or injured while at school, he/she should report to the office. If the nurse in not available and the injury or illness is serious, we will refer to the student emergency card for instructions or contact

emergency medical services, whichever is appropriate. An attempt to contact parents will be made in all cases of serious injury or illness. In no instances should a student go home without checking out with either the nurse or the office staff.

STUDENTS - DISPENSING OF MEDICATIONS:

Non-prescription Medication - No district purchased non-prescription medication will be given by school personnel. The school will not stock non-prescription medication. A student may NOT carry medication on his/her person. However, it may be kept and dispensed at the office upon parental request. The office will not dispense non-prescription medications in the presence of a fever or for more than five (5) consecutive days. No loose capsules, tablets, aspirin, or unidentified non-labeled substance will be allowed in school or on school grounds. Taking non-prescription medication will be the responsibility of the student.

Students may not distribute any kind of medications. Consequences will range from in-school suspension to expulsion based on the severity of the offense.

Prescription Medications

Employees of School District #11 are not authorized to dispense prescription medications to students without full compliance with the provisions of this policy.

The parent or guardian of the student to whom prescription medication is to be dispensed shall provide written authorization on a form to be provided by Morrill Public Schools. The medication that is dispensed shall be recorded on a copy of that authorization form in a prescribed manner.

The written authorization forms provided by the school district shall provide that the parent or guardian agrees:

1. To provide the prescription medication(s) to be dispensed in a prescription container with child guard cap. Said prescription container shall have a glued label from the pharmacy, which shall contain the child's name, physician's name, and directions for dispensing said medication.

2. To consult the family physician as to any side effects of the medication being dispensed and to advise the employee of said side effects and procedures to be followed should side effects occur.

3. The authorization is limited to the medication(s) identified in writing, on form provided for that purpose, and should additional medication(s) be prescribed, additional authorization will be required.

4. That the authorization to dispense the medication(s) is limited to the school year identified on the form provided for that purpose.

5. To notify the school district in writing of the termination of the authorization to dispense the medication(s).

6. That any modification of the dispensing instructions shall be communicated to the school district by providing a new prescription container with child guard cap, with glued label from the pharmacy including student's name, physician's name, and instructions for dispensing.

7. That the school district cannot honor verbal instructions from the parent, guardian, or student to modify or alter the directions for dispensing medication(s) as specified on the prescription container.

8. That even though employees are authorized to dispense prescription medication under the terms and conditions of the policy, they shall not be required to do so. Employees shall give prior notice to the school when they elect to discontinue dispensing medication(s).

9. That any prescription medication and any medical equipment needed to dispense medications delivered to school employees shall be identified as per the requirements stated in this policy and shall be kept locked in a cabinet or in a manner that will restrict access to only authorized employees.

HEAD LICE/NITS:

Students with head lice or nits will not be allowed in school. If lice or nits are found students will not be allowed in school until, the students' hair has been treated with an appropriate treatment and the nits removed.

CHANGE OF SCHEDULE:

Drop and add requests are to be obtained from the guidance counselor. Drop and add requests must be completed prior to the end of the first full week of the semester. Students must obtain the permission of the teacher of the class to be dropped and the class to be added, and parent/guardian, along with the guidance counselor's permission.

The only deviation to this policy that will be allowed will be a situation that involves the extended illness of a student. The extended illness must have created a situation that makes it impossible for a student to successfully complete a class or classes. If these circumstances exist, a student may be allowed to withdraw from classes or a class as (WP)-Withdraw Passing or (WF)-Withdraw Failing.

If permission to withdraw as WP or WF is given, the class will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw as WF or WP, the student and their parents, the guidance counselor, the principal, and the teacher(s) of the class or classes must meet and review the circumstances of the situation.

All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as passing or failing is given, by the Principal.

STUDENT ORGANIZATIONS

STUDENT COUNCIL:

The Student Council is the student governing organization. Its main objective is to increase the school effectiveness as a laboratory in which the ways of democracy may be learned and practiced.

Membership of the Council will consist of two (2) members from each class and a representative from all other student organizations. Officers for Student Council will be elected in the spring of each year. All students who will be in high school the following year and who maintain a "C" average or above in all classes are eligible to run for an office. All officers are expected to promote school pride as well as demonstrate an attitude of respect and responsibility.

This responsibility becomes effective upon the date of election to office and includes the entire calendar year. Elected offices will be:

- President
- Vice President
- Secretary
- Treasurer

A faculty advisor will be appointed for this organization. Meeting times will be announced in advance. The president or sponsor will call special meetings when needed.

A soft drink dispenser will be provided for students in grades 7-12. The operation and maintenance of this machine will be the responsibility of the Student Council, its membership and sponsor. Proceeds and profits from this machine will be maintained in the Student Council account of the Activity Fund and be the property of the Council.

Violation of the above rules or other rules which are implemented by either the Student Council or administration shall be grounds for removal of the machine.

NATIONAL HONOR SOCIETY:

Membership in the National Honor Society is based upon excellence in four areas: **Character, Scholarship, Leadership, and Service**.

The purpose of the organization is to recognize and foster those four qualities in outstanding high school students.

To be eligible for National Honor Society, students must be in grade 10, 11, or 12 and have a *cumulative* average of at least 94% in *scholarship.*

Early in the second semester, the school counselor will submit a list of eligible students to the NHS sponsor, who will notify each student in writing.

Students wishing to continue in the selection process must complete a Student Activity Form summarizing their qualifications, and then return it to the NHS Sponsor.

A Faculty Advisory Council, chosen by the membership of the National Honor Society, then reviews and ranks each eligible candidate in the areas of Character, Scholarship, Leadership, and Service. Each category is judged independently on a scale of 1 to 4. Rankings are then totaled. (The NHS sponsor conducts the process but has no vote.) Membership is not *guaranteed* to anyone, and the Faculty Advisory Council makes the final decision for selection.

Those students that the Council recommends for selection will receive a written invitation to be inducted into the Morrill Chapter of the National Honor Society during a formal candlelight ceremony.

Students choosing to be inducted must agree in writing to maintain a cumulative average of 94% in scholarship and to uphold the four ideals of the organization, as defined in the *National Honor Society Handbook*, (pp. 27-9)*:*

A student who possesses leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes

- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude (27).

In showing **service**, the *NHS Handbook* states that a student:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students (28).

A student with **character**, according to the *NHS Handbook:*

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment (28-9).

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Rights:

The student becomes a National Honor Society member for life and receives a National Honor Society pin. At graduation from Morrill High School, he/she wears the National Honor Society stole and is allowed to keep it.

Responsibilities:

The student must take part in the annual induction ceremony while in Morrill High School, attend National Honor Society meetings as called, and remain active in at least three (3) school activities during both the junior year and the senior year. (NHS counts as one.)

REMOVAL POLICY:

The student is a member for life unless removed for cause as outlined in Article XII of the By-Laws of the Morrill Chapter. Summer violations are also grounds for removal. Once removed from the National Honor Society, the student must return the National Honor Society pin and cannot continue to use membership in the National Honor Society on résumés or on scholarship applications. Once removed, the student is never again eligible for membership.

FUND-RAISERS:

Each class or organization is allowed to have one moneymaking project per year that involves sales of products. Additional community service oriented moneymaking projects may be permitted at the discretion of the Principal.

All moneys earned by any class or school organization must be put in that group's account and shared by all members who participated in raising funds. Each account will be handled through the principal's office and the revolving fund.

ACADEMIC ISSUES

TRANSCRIPTS:

Transcripts of a student's academic record, will be sent, upon request, to designated institutions. Federal law requires that a signed release be filed with each request for transcripts. This release must be signed by a parent of any student under 18 years of age and by the student if he/she is 18-years of age or older. Please remember this when you request a copy of your transcript, as this will speed up the process considerably.

7-12 GRADING SYSTEM:

Awards and honors will be based on a student's percentage GPA. The following are the number grades and the comparable letter grade, which are used by the faculty of Morrill JR/SR High School.

Percent	Letter Grade	GPA Equivalent
94 – 100	A	4.0
87 – 93	B	3.0
78 – 86	C	2.0
70 – 77	D	1.0
Below 70	**F**	**Failing--No Credit**

I: Incomplete - no credit for class until all requirements met.

S: Satisfactory

U: Unsatisfactory--Failing--No Credit

ELECTIVE COURSES, ETC.

Physical education/weights, driver's education, student aide/tutor, work-study, yearbook, study skills, and music/band grades will not be averaged into grades 7-12 grade point averages for purposes of the Honor Roll or the cumulative grade point average that determines the individual student's class rank. A grade of 77% or less in **any** class will disqualify a student for the honor roll.

Special education students will be graded according to goals and objectives established by IEP's, if the course content has been modified to meet the needs of the individual student. If the course content has not been modified, the appropriate grading method for the grade level of the student will be used.

HONOR ROLL:

Morrill Junior -Senior High school recognizes three levels of student effort in the classroom. The three levels of the Honor Roll are:

1. "Straight A" Honor Roll - Students who have all A's. (4.0)
2. "A Average" Honor Roll - Students who have a grade average of 3.51-3.99
3. "B Average" Honor Roll - Students who have an average of 3.0 to 3.50.

In all cases, if a student has a grade of 77% or less, they will not be recognized on the Honor Roll. Grades for physical education/weights, driver's education, yearbook, student aide/tutor, study skills, and music/band courses will not be used to compute averages for the honor roll, but **the Straight A and 77% rule will apply** to these courses. In addition, any student who loses credit for **any** class due to violation of the attendance policy will not be recognized on the Honor Roll.

JUNIOR HIGH STUDENT CLASSIFICATION:

7th Grade - Students that have been promoted from the 6th grade and are currently enrolled in the Morrill Public Schools.

8th Grade - In order to be considered an 8th grade student, the student must have passed 4 of the core courses and at least 80% of all non-core courses. Core courses are defined as Mathematics, Language Arts, Reading, Social Science, and Science.

Failure to meet grade level requirements will result in the student being retained in their current grade level. Successful completion of summer school will result in the student being considered for grade level advancement. A student will not be allowed to remain in the Junior High Program for more than three (3) years.

SENIOR HIGH STUDENT CLASSIFICATION:

GRADUATION REQUIREMENTS:

Students graduating from Scotts Bluff County School District No. 11 are required to have earned the number of credit hours as described in Board policy 611.07. Each student must complete the requirements listed below in order to graduate. Any deviation from these courses and the sequence of courses must be approved by the Morrill Board of Education.

English	40 Semester Hours
Social Science	40 Semester Hours
	(Must include Government and US History)
Mathematics	30 Semester Hours
	(Must be enrolled in math class during 9th, 10th, & 11th grade)
Science	30 Semester Hours
	(Must be enrolled in science class during 9th, 10th, &11th grade)
Fine Arts	10 Semester Hours
Computers I	10 Semester Hours
Personal Finance	10 Semester Hours (10th w/Instructor Permission 11th, 12th grade)
Foreign Language	20 Semester Hours
P.E. and/or Health	10 Semester Hours
Electives	50 Semester Hours

Total Semester Hours: 250 Minimum

In order to graduate, the student must have 8 semesters of secondary attendance and been classified as a senior at the beginning of the school year in which the student wishes to graduate.

Seniors must have **ALL** work completed (class work, dual-credit, extra-curricular work, locker clean up, bills, fines paid, and completed check out sheet) on the last official day of school for graduating seniors in order to earn a diploma. Students who have completed the requirements for graduation from Morrill High will be allowed to participate in the graduation ceremony and receive their diploma.

BOE Approved 8-20-2014

EARLY GRADUATION:

The Morrill Board of Education reserves the right to waive the eight (8)-semester requirement during a senior's last year if the student has all required courses completed and at least 260 credit hours at the proposed time of graduation.

If a student would like the Morrill Board of Education to consider a waiver of the eight (8) semester requirement, the student and/or his/her parent/guardian must request to be placed on the agenda on or before the **October** Board of Education regular meeting. The Board of Education decision is final. **Any student who is granted early graduation by the Board of Education will be allowed to participate in the spring commencement exercise.**

SENIOR/12TH GRADE GRADUATION OBLIGATION

Per Morrill Board of Education 2013 mandate, all seniors who are scheduled for graduation must have all school work completed and turned in prior to the seniors' last school day. The principal will ensure students comply with this mandate.

HIGH SCHOOL GRADE CLASSIFICATIONS:

Students will be classified according to grade, relative to the total number of hours that they have accumulated. Students who do not keep current with their original class will be classified in the proper grade according to class hours. Their classification may be increased at semester time.

Freshman – Pass 4 of the 5 Junior High core courses and at least 80% of the non-core courses or the student must have been a Junior High student for at least three (3) years.

Sophomore - In order to be classified as a sophomore, the student must have passed and have listed on the transcript at least 60 hours on the first day of the current school year.

Junior - In order to be classified as a junior, the student must have passed and have listed on the transcript at least 120 hours on the first day of the current school year.

Senior - In order to be classified as a senior, the student must have passed and have listed on the transcript at least 180 hours on the first day of the current school year.

STUDENT REGISTRATION:

******ALL FINES AND/OR FEES MUST BE PAID BEFORE A STUDENT WILL BE SCHEDULED INTO NEXT YEAR'S CLASSES.******

Students will pre-register for classes. The guidance counselor will assist students in selecting appropriate courses. Courses will be selected according to the Morrill JR/SR High School Course Description Catalog. Parental approval of a student's proposed selection of courses will be required.

REPEATING ACADEMIC COURSES:

Students may repeat a course in order to improve their original grade for that course, but in doing so forfeit their eligibility for the senior top 10 ranking, valedictorian, or salutatorian. If a student requests to repeat an academic course, the grade earned in the repeat session may be used in place of the original grade, but the student will only **receive credit for the course one time**. All requests for repeating a course must be made to the guidance counselor by the end of the drop and add period (Drop and add requests must be completed prior to the second full week of the semester).

COLLEGE COURSES:

College courses will count towards GPA, and will qualify for credit upon administrative approval if completed before the last official day of school for graduating seniors. All college course grade percentages will be converted to the Morrill Junior-Senior High school grade percentages. If a student passes, a college course credit will be determined by dividing the clock hours of the course by 900 as defined in the Nebraska Department of Education Rule 10.

VERIFIED LEARNING HANDICAP GRADUATION REQUIREMENTS:

The Individual Educational Plan (IEP) team is responsible for determining whether a student has completed a course of study that makes him/her eligible to receive a signed, regular diploma. Even if the student with disabilities will continue his/her education program until age 21, the IEP team may recommend that the student would benefit from participation in the graduation ceremony with his/her peers.

Upon completion of a course of study that meets the following requirements, the student will be awarded a regular diploma using any of the following options.

Option 1

a. A student completes a standard course of study based upon meeting all requirements for graduation and IEP/Transition goals.

b. The student would be eligible to receive a signed, regular diploma and participate in the graduation ceremonies.

Option 2

a. A student completes the standard or modified course of study but not the IEP/Transition goals.

b. The student may participate in graduation ceremonies with his/her peers without receiving a signed regular diploma. The student may continue to receive services and support from the school district until the IEP/Transition goals are met or until the student completes the school year in which he/she reaches the age of 21. At this time, the student will receive a signed, regular diploma.

Option 3

a. A student completes his/her IEP/Transition goals but not the standard course of study.

b. When a student's disability prevents him/her from completing the standard course requirements for graduation, the IEP team must identify IEP/Transition goals for graduation that are consistent with the student's individual needs. Upon completion of those goals, the student will be allowed to graduate with a signed, regular high school diploma. A student may elect to participate in graduation ceremonies with peer classmates or upon completion of their course of study.

Graduation Considerations:

a. Graduation plans must be a part of all IEP's for students 14 and over. Graduation should be considered in development of the course of study and reviewed annually.

b. The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.

c. All diplomas awarded by the school district will be identical in appearance, content and effect, except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.

d. A Special Education student who receives a certificate of attendance is eligible to continue receiving special education services until receipt of a signed diploma or until the end of the academic year in which the student turns 21.
e. At the exit IEP, meeting the IEP team will review and document that all requirements for receipt of a signed, regular high school diploma have been met.

GUIDANCE SERVICES

Guidance services at Morrill Junior-Senior High School are designed to assist students in sound career and educational planning, increasing self-understanding, enjoying healthy personal, social, and emotional growth, and in maximizing scholastic achievement.

THE GUIDANCE COUNSELOR:

The counselor, in cooperation with administration and staff, aims to provide up-to-date vocational, educational, and social-personal information, as well as providing opportunities for individual and group contacts. The counselor also works to interpret student test data, so the students understand the results.

LOCAL ASSESSEMENT PROGRAM:

In general, the purpose of Morrill Public School's testing program is to furnish accurate and dependable information about important characteristics of the school and its students. The appraisal program provides a system of collection, maintenance, and dissemination of information. This data is properly integrated into the student's individual school program because the data provides a relatively thorough picture of the student's potential capabilities.

Summative assessments are designed to measure the amount of progress that students made toward educational objectives in subject matter areas. These assessments will be administered annually at appropriate grade levels in accordance with State and Federal requirements. A student's grade level is determined by the number of credit hours earned prior to the administration of the tests. Interest inventories are designed to assess an individual's likes and dislikes. The results, in certain instances, might prove valuable for educational and vocational planning.

GRIEVANCE PROCEDURE:

As problems arise, they should be addressed at the level from which they originate. The grievant should bring his/her concern to the school employee, if the allegation concerns that employee's actions or procedures. If the issue is not resolved to, the grievant's satisfaction he/she should contact the Principal

regarding their concern. If the issue is not resolved to, the grievant's satisfaction at this level he/she should then contact the Superintendent of schools regarding their concern. A formal grievance procedure is available for any problems that are not solved by following the proper chain of command and may be obtained in the Principal's office.

COMPUTER EQUIPMENT, TECHNOLOGY, NETWORK, E-MAIL, & INTERNET ACCESS

We are pleased to offer the staff and students of the Morrill Public School District access to the district computer network and equipment, which may include, but not be limited to, electronic mail (e-mail) and the Internet, hereinafter sometimes collectively referred to as the "network". **To gain access to the network all staff, students and parents must sign and return the agreement form.**

Access to the network will enable staff and students to explore thousands of libraries, data based, and bulletin boards, while exchanging messages with users throughout the world. Staff, students, and parents should be warned, however, that along with access comes a waiver or relinquishment of rights to privacy or confidentiality and access to some material, which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Users should not expect privacy or confidentiality.

Ultimately, however, each individual and parents and guardians of minors are responsible for setting and conveying standards that they or their students should follow when using the network and its media and information resources.

General Rules:

1) The network is provided to staff and students to conduct research and communicate with others. Access to Network services is given to staff and students who have agreed to act in a responsible manner. Parental/Guardian permission is required for student use. Access for all staff and students is a privilege and not a right. 2) Individual users of the district network are responsible for their behavior, actions, problems, and communications as they apply to 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 the individuals utilizing the network or the end product or result of such utilization. 3) Network storage areas are the property of the school. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity

and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use. 4) 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 acts, interests or claims to confidentiality the user may have under state or federal law. 5) 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.

Rules for acceptable Use of Computers and the Network:

The following rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff, and students. The superintendent, or the superintendents designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment. 1) 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. 2) Users shall not let other people use their name, account, log-on password, or files for any reason (except authorized staff members). 3) Users shall not use or try to discover another user's account or password. 4) Users shall not use the computers or network for non-instructional or non-administrative purpose (ex. games, activities for personal profit, chat rooms, or non-approved e-mail carriers). 5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software. 6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators. 7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software of information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computers memory, file system, or software. Such software is often called a bug, virus, worms, Trojan horse, or similar name. 8) 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 image. 9) 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. 10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teachers or network

administrator. 11) Users shall not take home technology equipment (hardware or software) without permission from the network administrator.

12) Students will only work on the network when a teacher, aid, or administrator is present in the immediate room to supervise. District employees are responsible for keeping access to the network secure (i.e. locking classroom doors when out of the room). 13) Morrill Public Schools will educate all students about appropriate online behavior and safety, including interacting with other individuals on-line, on social networking websites, and in chat rooms; as well as, cyber bullying awareness and response. 14) Morrill Public Schools will stay in compliance with the E-rate requirement of the Children's Internet Protection Act (CIPA).

Etiquette and Rules for Access/Use of School 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 use of and communications on the network, Internet, and other on-line services. These rules of behavior include (but are not limited to) the following: 1) Be polite. Do not become abusive in your messages to others. 2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images. 3) Do not reveal your personal account, address, or phone numbers, or that of other student or colleagues. 4) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have 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. 5) All communications and information accessible via the network should be assumed to be private property of others. 6) Do not place unlawful information on any network system. 7) Keep paragraphs and messages short and to the point. Focus on one subject per message. 8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address. 9) The network administrators or teachers may establish other rules from time to time.

Penalties for Violation of Rules:

All of the policies, rules, and procedures for acceptable use of computers and network are intended to make the computers and network more reliable for users. They are 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 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.

Staff, Student and Parent Agreements:

Anyone using any of the aforementioned technology will be required to sign an appropriate use agreement form.

Morrill Public Schools

2015-2016

STUDENT ACTIVITIES HANDBOOK

Tom Peacock

Principal/Athletic Director

Home of the Lions

Section 1: **Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor 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, team, student body, community and 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 individuals and citizens.

Safety

The District's philosophy is 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, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

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.

Extracurricular Activity Code of Conduct: The general code of conduct that should govern the actions of individuals as they attend Morrill Junior-Senior High School.

Students and adult personnel will at all times demonstrate respect for the individual worth and dignity of those with whom they have contact.

Section 2:

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Purpose of the Code of Conduct.

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and team rules.

Grounds for Extracurricular Activity Discipline.

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. Misconduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation.

The use or possession of tobacco products (e-cigarettes) or herbal chew on campus or any school related activity is not permitted.

Possession, consumption or evidence of previous consumption of a narcotic, controlled substance, alcohol, or other intoxicants is not permitted.

Student Self-Reporting.:

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of **(1)** before the end of the next school day after the conduct occurred and **(2)** before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement.

In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

Consequences

Infractions include: Use or Possession, or in Attendance at places where illegal activity is taking place. Athletes are expected to leave compromising situations.

1. First Offense – Students will be suspended from all competition for 28 days – 14 days for self-reporting. Suspensions begin with the date of self-reporting (within a school day of incident), or verification of violation.
    a) Athletes are expected to practice, but CAN NOT participate in any way or dress at home competitions. Athletes may not travel with team to away competitions.
    b) Athletes may not be eligible for special awards/honors during the season. (Dance royalty, special team awards/honors, etc.) Excluding Lettering.
2. Second Offense – During the same season, athletes will be suspended for the rest of that season.

Procedures for Extracurricular Discipline.

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct 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 a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3: **Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have five or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
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 the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity is in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

   Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

   Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4: Academic Standards

Participation in extracurricular 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 student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities (including selection of royalty) students must follow the guidelines of eligibility set forth by Morrill Public Schools.

Eligibility and Progress Reports.

At a minimum, the district shall follow the eligibility guidelines as set forth by the NSAA. Additional requirements are listed below.

1. Students doing unsatisfactory work will have their parents contacted by the teacher and given a student progress report.
2. A failing list will be generated on Monday and become effective on Tuesday morning. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 70%. Beginning the 4th week, any students who appear on the weekly failing list in **ONE** or more classes (grades 7-12) will be ineligible at the time of the report. Students will become eligible once the grades(s) are up to seventy (70%) or higher and after seven-calendar days have passed since the student was first deemed ineligible
3. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any extra-curricular school activities.

Eligibility to participate in high school/junior high activities will be determined by a student passing 20 credit hours the previous semester. Students reported not earning 20 credits will not be permitted to participate in any school activity during the present semester.

Section 5: School Dances

A school-sponsored dance, is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

Students currently attending Morrill High School or another area high school who have not been restricted from attending extracurricular activities at Morrill High School or their own school are generally considered appropriate date or invited guests. Persons who turn 21 years of age by August 1st of the current school year are considered not to be appropriate dates or invited guests and therefore, may not attend.

Eligibility for Selection as Royalty.

Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the guidelines for academic eligibility set forth by Morrill Public School.

Section 6: Specific Dance Eligibility and Selection Requirements:

The determination of whether a student meets the foregoing conduct and citizenship standards shall be made by a committee appointed by the Principal for each dance.

Queen and King (Homecoming, Winter Royalty, Prom)

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- The queen and king will be chosen from the qualified nominees by secret ballot by the senior class during Dance week. Final selection will be made by secret ballot by the student body. Ballots will be counted by the AD and Sponsor. Crowning will be held at the sporting event deemed to have the largest attendance.
- To be eligible, a candidate must be eligible in good academic standing, and agree to attend the entire Dance and represent the school properly.

Achievement, Citizenship and Conduct

1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
2. The student must maintain a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
3. Students must be academically eligible according to school policy during the week of the dance.
4. Students must not have had excessive violations of school policies or referrals.
5. Students must participate in at least **1** sport/activity/club.

Violations

1. Students exhibiting unsportsmanlike conduct will be subject to review by a committee, and eligibility for Royalty during that season will be based on their ruling.
2. Students violating school policy for drugs/alcohol will not be eligible for Royalty during that season.
3. Students academically ineligible will not be eligible for Royalty during the time of the particular dance.

4. ANY SECOND OFFENSE for the same violation in removes the student from any Royalty selection for the rest of the school year.
5. Any student engaged in criminal violations including: Felony or convictions of a criminal offense will not be eligible for dance Royalty.

Section 7: Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(s). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach and/or Coaches

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Call to set up an appointment with the Athletic Director
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution or good sportsmanship)

Section 8: Activity Chain of Command

1. Concerns do arise throughout the course of activities. Parents/Athletes are asked to follow the chain of command when resolving concerns:
2.
    - First contact the head coach/sponsor of the activity.
    - If there is no resolution; he or she would then contact the Athletic/Activities Director.
    - The next step in the chain being the Principal
    - Followed by the Superintendent
    - Followed by the Board of Education

Section 9: Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. We ask that you support good sportsmanship when you attend events at Morrill Public Schools.

Responsibilities of Spectators Attending Interscholastic Athletic Events and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. There can be no vulgar or inappropriate language from the spectators.
3. Spectators should be supportive and positive and not interfere or impede during the activity.

Administrative Contact Information:

Mr. Joe Sherwood

Superintendent

Phone: 308-247-3414

Fax: 308-247-2196

Mr. Tom Peacock

Principal/AD

Junior-Senior High School

Phone: 308-247-2149

Fax: 308-247-2196

Mrs. Keri Homan

Principal

Elementary School

Phone: 308-247-2176

Fax: 308-247-2196

Mrs. Cary Laucomer

Technology

Integration Director

Phone: 308-247-2149

Fax: 308-247-2196

Ms. Janelle Johnson, Principal's Secretary

Phone: 308-247-2149

Fax: 308-247-2196

Morrill High School Fight Song

“Hail to the Varsity”

Hail to the Varsity

Cheer them along the way

Onward to Victory

May they win again today!

We’ll give a cheer for the Varsity

Long may they rein supreme

Shout till the echoes ring

For the glory of our team!

Fight! Fight! Fight!

Ever faithful we will stand united

Cheering Morrill High!

We’ll revere her forever

Morrill do or die!

We will proudly march along to Victory

Watch our colors fly!

For it’s RAH RAH RAH for Morrill

Let’s cheer for our dear old High!

Morrill Junior-Senior High School

2015-2016

Student Handbook

Official Parent/Student Receipt of Handbook Form

This mandatory signed record acknowledges receipt of the 2015-2016 Junior-Senior High School Handbook for Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the contents of the handbook and that I understand the handbook. This page must be returned to the office with the student (s) signature and the parent/guardian signature.

Date: _____ Print Student's Name:

Print Student's Name:

Print Student's Name:

Parent/Guardian's Signature:

Student's Signature: _____

Return this form to the High School Office/Secretary

Rev. 5/27/2015

Morrill Public Schools
Elementary Handbook
2015-2016 School Year

LION Success...Nothing Less!

Mission Statement:

Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world.

Welcome

Welcome to Morrill Elementary School! The staff members are looking forward to an exciting and successful school year. We have prepared this handbook to bring a better understanding among the school, parents, and students. Working together, we can provide your child with a rewarding and enriching educational experience. Please take time to read the handbook thoroughly. On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, volunteer in the classroom and become an active member in the P.T.O. We are very happy to have you and your child with us at Morrill Elementary.

Morrill Elementary Student Expectations

1. Morrill students display character traits that represent the school and community in a positive way.
2. Morrill students strive for success and accept responsibility for their success and failures.
3. Morrill students avoid any contact with alcohol and drugs.
4. Morrill students respect the rights and property of others and are courteous and polite.

Morrill Elementary and Effective Schools

Morrill Elementary School prides itself on being an effective place for children to learn.

1. Effective schools are places that are safe, orderly, and conducive to students learning.
2. Effective schools have goals that are clear, understood, and shared by teachers, students, and parents.
3. In effective schools, teachers feel that their students can be successful.
4. In effective schools, basic skills are emphasized.
5. In effective schools, classroom management and teaching strategies used are likely to promote higher achievement.
6. In effective schools, every child's progress is checked frequently.
7. In effective schools, administrators are effective instructional leaders.

Morrill Public Schools
Morrill, Nebraska

The purpose of this handbook is to provide you with information concerning policies, regulations, and services, which relate to the successful operation of Morrill Elementary School.

Communication and cooperation between the home and the school are essential in providing quality education for each child. Parents are encouraged to maintain regular contact with the school and to attend parent-teacher conferences. If a problem arises or if clarification is needed, please contact your child's teacher or principal.

It is hopeful that this handbook will be useful to you during this school year.

BOARD OF EDUCATION

President ..... Jim Hessler
Vice President .....Bill Zwiebel
Secretary .....Cynthia Guerue
Treasurer..... .....Dick Burford
Board Member..... Billy Stauffer
Board Member..... Dave Sherrod

ADMINISTRATION

Superintendent ..... Joseph Sherwood
Elementary Principal..... Keri Homan
Jr. Sr. High School Principal ..... Tom Peacock

Welcome to Morrill Elementary
Principal's Message

Dear Parents and Students:

Welcome! The new school year is upon us and the staff and I would like to welcome you to the 2015-2016 school year. We are excited to work hand in hand with you to ensure your child has a positive learning experience. It is important that your child attends school on a daily basis to maximize his/her learning potential. Classroom instruction can't be replaced when children are absent from school and it makes it more difficult for them to understand the concepts being taught.

The entire staff at Morrill Elementary School wants your child's educational experience to be a successful adventure. We have a lot to offer your children and with the right attitude and effort much success can be achieved. The staff is committed to supplying your child an abundant amount of time, talent, and energy. The student's focus on the future will hopefully be learning; not just memorizing a head full of interesting facts, as well as learning how to be a self-directed, life-long learner.

I encourage you as parents to play an important role in your child's education and create open lines of communication with your child's teacher. Effective communication with parents is essential and will help to improve educational opportunities for all students. Please feel free to call, e-mail, visit, or write a note to the teacher or principal at any time.

We are excited about the 2015-2016 school year and hope that your child will have a positive and rewarding learning experience. It is a great day to be a Morrill Lion!

Mrs. Homan

LION Success...Nothing Less!

Morrill Elementary

Student - Parent – Teacher Compact

I. GOALS

Goal 1: Reading
Goal 2: Studying
Goal 3: Responsibility
Goal 4: Community
Goal 5: Wellness

A. Parent's, Caring Adult, and Family's Responsibilities

Goal 1: Reading

I promise to…

- Know what skills were learned this week
- Read with my child several times a week
- Encourage local library usage and the pleasure of reading
- Encourage my child to read non-fiction as well as fiction
- Place reading as a priority over television, videos, and computer games

Goal 2: Studying

I promise to…

- Find an appropriate place for schoolwork
- Check and make sure work is done
- Help my child study spelling words and other memorization work

Goal 3: Responsibility

I promise to…

- Have high expectations for my child as an individual
- Help my child attend school on time every day
- Expect my child to behave, be responsible, and treat other people and property with respect
- Help my child learn to resolve conflicts in
- a positive way
- Model good citizenship and encourage my child to demonstrate good citizenship in the classroom, school, home, and community

Goal 4: Community

I promise to…

- Attend parent-teacher conference and open house
- Communicate with my child's teacher frequently by notes, phone calls, or e-mails
- Participate in school activities whenever possible

Goal 5: Wellness

I promise to…

- Ensure my child comes to school bathed and wearing clean clothes.
- Encourage my child to eat healthy foods
- Encourage my child to exercise
- Take my child to the doctor when needed
- Encourage my child to wear his/her glasses if needed

B. Student Responsibility

Goal 1: Reading

I promise to…

- Ask my family to read with me 15 minutes a day several times a week
- To visit the school library each week and read for pleasure
- Place reading before television, computer games, and videos
- Promise to take AR test after completing AR book

Goal 2: Studying

I promise to…

- Ask for help when I need it
- Complete my homework on time and turn it in
- Study at home
- Write legibly
- Plan study time to avoid conflicts with other activities
- Use an assignment notebook/home folder to record assignments, due dates, work completed, and grades

Goal 3: Responsibility

I promise to…

- Arrive at school on time
- Attend school regularly
- Have my homework completed
- Listen attentively to all adults, especially my teacher
- Respect and cooperate with other students and adults.
- Ask for help when I need it
- Accept responsibility for my actions
- Help keep my school safe
- Respect school property
- Respect others
- Work hard and do my best
- BELIEVE that I can learn

Goal 4: Community

I promise to…

- Keep my parents informed about what I am doing in school
- Share my assignments and graded papers with my parents
- Immediately give any written communications from my teacher/school to my parents and from my parents to my teacher/school

Goal 5: Wellness

I promise to…

- Wash my hands after the bathroom, before I eat and after I cough or sneeze
- Practice good hygiene by bathing, brushing my teeth, and wearing clean clothes daily
- Go to bed early and get plenty of rest
- Participate in physical education and school activities
- Exercise or play outdoors daily

C. Teacher's Responsibility

Goal 1: Reading

I promise to…

- Provide an atmosphere for individual quiet reading
- Keep parents informed of the skills their children are learning
- Explain to parents how they can reinforce skills at home
- Foster class discussions about reading
- Teach students many different methods for mastering reading materials by teaching skills, vocabulary, comprehension, and fluency

Goal 2: Studying

I promise to…

- Assign reading assignments that will align with state standards
- Grade and return homework in a prompt manner
- Review with the class those questions missed most often
- Teach students how to study
- Provide high-quality curriculum and instruction to your child while being aware of specific needs of your child.

Goal 3: Responsibility

I promise to…

- Encourage student to behave responsibly when using school facilities and supplies
- Encourage students to be respectful of adults and other children
- Communicate and work with families to support students' learning
- Model good citizenship and encourage students to demonstrate good citizenship in the classroom, school, home, and community

Goal 4: Community

I promise to…

- Support the communities of Morrill, Lyman, and Henry
- Encourage community members to tour the school building
- Communicate often with parents in a positive manner
- Communicate small concerns before they become major concerns

Goal 5: Wellness

I promise to…

- Encourage students to participate in physical education and play at recess
- Model good wellness practices

Morrill Elementary
Student – Parent – Teacher
Compact

1. Parent Signature_____Date_____
2. Child Signature_____Date_____
3. Teacher Signature_____Date_____
4. Principal Signature_____Date_____

Drug Free Policy

Discipline associated with or resulting from the unlawful possession,

use or distribution of illicit drugs or alcohol on school premises or as part of any schools' activities:

It shall be the policy of Morrill School District No.11, a.k.a., Morrill Public Schools, in addition to standards of student conduct elsewhere adopted board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco on school premises or as a part of any schools' activities. This shall include the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco by any student or staff of the District during regular or after school hours or at school sponsored activities on school premises.

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

1. Possession of any controlled substance of which is prohibited by law.
2. Possession and or use 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 drug or controlled substance when such distribution is unlawful.
6. Use of any drug in an unlawful fashion.
7. The possession, use, or distribution of alcohol.
8. The possession, use, or distribution of tobacco products. This includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products.

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

This receipt shall serve to demonstrate that you as a parent or guardian of a student attending Morrill School District Number 11, a.k.a. Morrill Public Schools, have received notification of the district's standards of conduct expected of students concerning the unlawful possession, use, or distribution of illicit drugs, alcohol, and tobacco products on school premises or during any of the school's activities as described in Board Policy or Administrative regulation. This notice is being provided to you

pursuant to P.L. 101-226 and 34 C.F.H. Part 86, as 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 that absolutely prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as described above. Compliance is mandatory. Any non-compliance with these standards will result in the described measures being taken against the student. Your signature below indicates that you have read and understand this district's drug free policy and the consequences for non-compliance.

Parent/Guardian
Signature:_____Date:_____

ACCEPTABLE USE OF THE COMPUTERS AND THE NETWORK

PARENT/GUARDIAN/STUDENT AGREEMENTS

As parent/guardian please sign the following statement:
I have received a copy of and have read, the "Terms and Conditions for the use of Computer Equipment, Network, E-mail and Internet Access" adopted by the Morrill Public School District. As parent or guardian of the student named below, I grant permission for my son or daughter to have access to the network, including electronic mail (e-mail) and the Internet. I understand that this access is designed for educational purposes. I also understand and agree that individuals and users may be held liable or disciplined for violations of these terms and conditions. I also understand and agree that privacy interests and confidentiality are hereby being relinquished and waived, that it is impossible to restrict access to all controversial materials, and therefore, will not hold the Morrill Public School District responsible, nor any of its employees, agents, institutions, or networks providing access to networks, responsible for the performance of the system or the content of any material accessed through it.

STUDENT(S)'S AGREEMENT

As a student(s) user please sign the following statement:

I have received a copy of, and read, the "Terms and Conditions for the use of Computer Equipment, Network, E-mail and Internet Access". By my signature(s) below, I/we understand the district's expectations because computer and internet access is designed for educational purposes. I further understand and agree that privacy interest and confidentiality are hereby being relinquished and waived. I/we will not hold the Morrill Public School District or any of its employees, agents, institutions or networks providing access to networks, responsible for the performance of the system or the content of any material accessed through it.

TERMS AND CONDITIONS FOR THE USE OF COMPUTER EQUIPMENT, NETWORK, E-MAIL, AND INTERNET

We are pleased to offer the staff and student of the Morrill Public School District access to the district computer network and equipment which may include, but not be limited to electronic mail (e-mail) and the internet, sometimes collectively referred to as the "network". To gain access to the network, all staff, students, and parents must sign and return the agreement form.

Access to the network will enable staff and students to explore thousands of libraries, data bases, and bulletin boards, while exchanging messages with users throughout the world. Staff, students, and parents should be warned, however, that along with access comes a waiver or relinquishment of rights to privacy or confidentiality and access to some material, which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The district's intent is to make network access available to further educational goals and objectives. We believe that the benefits to staff and students in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately each individual and parent(s)/guardian(s) of minors are responsible for setting and conveying standards that they or their student(s) should follow when using the network and its media and information resources. To this end, each individual, and parent(s)/guardian(s) of minor(s) must decide whether or not to apply for access.

General Rules: 1: The network is provided to staff and students to conduct research and to communicate with others, while agreeing to act in a responsible manner. Parental/Guardian permission is required for student use. Access is a privilege and not a right. 2) Individual users of the district network are responsible for their behavior, actions, problems, and communications as they apply to the network; they 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 the individuals utilizing the network or the end product or result of such utilization. 3) Network storage areas are the property of the school network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity and insure that users are acting 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. 4) 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 relinquished all such privacy acts, interests or claims to confidentiality the user may have under state or federal law. 5) 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.

Rules for acceptable use of computers and the network: The following rules for acceptable use of computers and the network, including the internet, shall apply to all district administrators, faculty, staff, and students. The superintendent, or the superintendent's designee, in hereby delegated all authority and is the ultimate person in charge of the district's network and technology resources or equipment. 1) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, password, programs, or disks. 2) Users shall not let other people use their name, account, log-on password, or files for any reason (except authorized staff members). 3) Users shall not use or try to discover another user's account or password. 4) Users shall not use the computers or network for non-instructional or non-administrative purposes (ex. Games, activities for personal profit, chat rooms, or non-approved e-mail carriers). 5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software. 6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators. 7) Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code, software information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computers' memories, file systems, or software. Such software is often called a bug, virus, worms, Trojan horse, or similar name. 8) 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 image. 9) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse the same. 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. 10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teachers or network administrator. 11) Users shall not take home

technology equipment (hardware or software) without permission from the network administrator. 12) Students will only work on the network when a teacher, aide, or administrator is present in the immediate room to supervise. District employees are responsible for keeping access to the network secure (i.e. locking classroom doors when out of the room). 13) Morrill Public Schools will educate all students about appropriate online behavior and safety, including interacting with other individuals on-line, on social networking websites, and in chat rooms; as well as, cyber bullying awareness and response. 14) Morrill Public Schools will stay in compliance with the E-rate requirement of the Children's Internet Protection Act (CIPA).

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 use of and communications on the network, Internet, and other on-line services. These rules of behavior include, but are not limited to, the following: 1) Be polite. Do not become abusive in your messages to others. 2) User appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images. 3) Do not reveal your personal account, address, or phone numbers, or that of other students or colleagues. 4) Note that e-mail is specifically not guaranteed to be private. People who operate the system do have access to e-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. 5) All communications and information accessible via the network should be assumed to be private property of others. 6) Do not place unlawful information on any network system. 7) Keep paragraphs and messages short and to the point. Focus on one subject per message. 8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address. 9) The network administrators or teachers may establish other rules from time to time.

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

Use of the computer and access to telecommunications resources is a privilege 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.

Staff, student and parent/guardian agreements: Anyone using any of the above technology will be required to sign an appropriate use agreement form.

Student Fees

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

- 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, programs, courses and activities in which the student participate. Students have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the student participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.
- Items necessary for student to benefit from course 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. A specific class supply list will be published annually. The list may include refundable damage or loss deposits required for usage of certain district policy.
- 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 property 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.

- Students are permitted to and may be encouraged to supply materials for course projects. Some course projects may be kept by the student upon completion. Standard project materials will be made available by the District. If a student wants to create a project other than 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 such materials for the project.
- 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.
- 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. Student may be required to bring money for food for field trip lunches or similar activities.
- The District's policy is to provide fee waivers in accordance with state statutes. 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 necessary materials or equipment without charge for participation in extracurricular activities and use of a musical instrument in optional music courses that are not extracurricular activities. Students and parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
- A copy of the Student Fees Policy 504.19 is available from the school office.

Statement of Non-Discrimination

The Morrill Public Schools do not discriminate on the basis of race, color, national origin, gender or handicap in admission or access to, or treatment, or employment of its programs or activities.

TITLE IX

The Superintendent shall designate an employee to serve as the District's Title IX Coordinator. Students, their parents, and employees of Morrill Public Schools are hereby notified that this school does not discriminate on the basis of sex and is required by tTitle IX not to discriminate on the basis of sex in its educational activities and employment practices. Inquiries regarding compliance with Title IX may be directed to Cary Laucomer, (308) 247-2149.

Section 504 of the Rehabilitation Act of 1973

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

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

In order to fulfill obligations under Section 504, the Morrill Public School District has the responsibility to avoid discrimination policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under section 504 (part D), which include the obligation to identify, evaluate and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) incorporate specific rights related to educational records. This Act gives the parent or guardian the right to:

1. inspect and review his/her child's educational records
2. make copies of these records
3. receive a list of all individuals having access to those records
4. ask for explanation of any items in the records
5. ask for an amendment of any part of the record on the grounds that it is inaccurate, misleading or violates the child's rights
6. a hearing on the issue if the school refuses to make the amendment

If you have 504 questions, please contact Keri Homan at (308) 247-2176.

School Day

The school day at Morrill Elementary School, for grades Kindergarten through sixth is from 8:00 a.m. to 3:20 p.m. Monday through Thursday and 8:00 a.m. to 1:20 p.m. on Fridays.

Supervision for all children will be provided as follows:

- Students may eat breakfast in the cafeteria starting at 7:30 a.m.
- Students may attend the Reading Wagon starting at 7:30 a.m.
- Students may use the computer lab starting at 7:30 a.m.
- Students may line up in designated areas starting at 7:45 a.m.

There is outside supervision from 7:45 a.m. to 3:30 p.m. ONLY! Therefore, for safety purposes, children are not to arrive before 7:45 a.m. unless they are attending a school program that starts at 7:30 a.m. Students must leave the school grounds immediately after school is dismissed, unless requested to stay by the principal or classroom teacher.

If your child arrives at school after 8:10 a.m., they will need to report to the office for a tardy slip.

Admission and Attendance

ALL PARENTS SHOULD CALL THE SCHOOL TO REPORT ABSENT AND/OR TARDY CHILDREN PRIOR TO 9:00 A.M.

Morrill Elementary School.....247-2176
Notify Bus Driver 247-2149

A pupil must be five (5) years of age on or before July 31, 2015 to be enrolled in Kindergarten. Kindergarten students and any other student entering Morrill Public Schools for the first time from out of state, must present a valid birth certificate, a complete record of immunizations, and a physical and eye examination, all requirements specified by Nebraska School Law. Students will be required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, hepatitis B, tetanus and varicella (chicken pox). This must be taken care of prior to enrollment and any students not in compliance shall not be permitted to continue in school.

Each student shall be protected prior to enrollment against the diseases listed, except as follows:

1. Immunization shall not be required for a student's enrollment in any school in this state if he or she submits to the admitting official either of the following:

    a. A statement signed by a physician licensed under the Uniform Licensing Law stating that, in the physicians' opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or

    b. An affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

Elementary Student Absences

Regular attendance at school is the responsibility of the student's parent or guardian. The Board of Education believes it is the shared responsibility of the parent or guardian, the student and the school to work together to monitor school attendance and intervene early when absences occur. Parents or guardians are expected to account for student absences. The administration shall have the authority to determine authorized absences and establish necessary procedures for the recording and validation such absences.

The parents are asked to cooperate with the attendance policy. When absences reach the 5th day of each nine weeks, the principal will notify the parent in writing that a student's attendance at school is unsatisfactory, and a letter may be sent to the County Attorney, which may result in legal action against the parent or guardian, accumulations of one-half days of absence will be counted in total days missed. After a formal written notification, a meeting will be held to develop a plan to reduce barriers and improve regular attendance. Once documented efforts have been made to improve attendance, the family will be notified in writing that the county attorney will be notified.

NEBRASKA LAW STATES THAT NO STUDENT SHOULD CUMULATE MORE THAN 20 DAYS OF ABSENCES IN ONE SCHOOL YEAR.

Students absent from school during any portion of the day on which an extra-curricular event is scheduled may not be allowed to participate in

that extra-curricular event also scheduled for that day unless permission has been granted by the administration.

Make-up Work

When a child returns to school after an absence, all make-up work should be completed as soon as possible. Generally, students will be allowed 2 days to make-up work for each day missed except when make-up work must be completed sooner because it is impeding the child's progress. For example, if a student is absent for two (2) days, he/she will have four (4) days to make-up the missed work before being required to give up recesses and other free time. Chronic absentees or student's who have failed to make-up work in the past may be required to stay additional time at school until their work has been made up and missing concepts taught.

Parents should work closely with the teacher to make the task of make-up work as easy and profitable as possible for the returning student. If an absence is anticipated, arrangements should be made for the make-up work prior to the absence.

Release During School Hours

Students will not be permitted to leave the school grounds during the school day unless parent(s) or guardian check them out in the office and it is cleared through the principal's office. Appointments with doctors and/or dentists should be scheduled outside the regular school day. Students will not be released during a tornado, fire, lockdown drill. Nor will they be released during a real fire, tornado, or lockdown.

Closing School for Inclement Weather

If extreme weather such as deep blowing snow causes conditions, which would endanger student's lives who attempt to go to school, the school will be closed for the day. Any announcement pertaining to the closing of the Morrill Public School will be released through the local radio and TV stations by 6:30 a.m. Please do not call the schools on days when the weather is bad asking for closing information. LISTEN TO YOUR RADIO; we use KNEB/94.1 and Bluffs Broadcasting/99.3, 101.3, 106.9, and 99. **The school will issue a one call to all parents that have their number listed with the school district.**

Dress Code

Your school dress should be appropriate for school and for the activity. The following items of clothing cannot be worn to school:

Shirts or Jackets with vulgar writings	Pants with excessive holes
Fringed or ragged cutoffs	Symbols for drugs or gangs
Short shorts	Alcohol or tobacco symbols
Spaghetti straps	Hats/caps
Bare midriffs	Bandanna
Chains	

Any attire that distracts from the learning environment

Pants that are hanging loosely from the hips are not permitted. Students will be sent to the office for some type of belt to assist in holding up the pants. If overalls are worn, both straps must be buttoned. This list should serve as a guideline. Dress code will be monitored by the principal or principal's designee.

- Clothing should be sufficient to conceal undergarments at all times. What is meant to be covered, needs to be covered.
- Shorts may be worn as long as they are in good taste and not excessively short.
- Leggings may be worn IF the top completely covers the backside.

If a student is wearing inappropriate clothing, they will be asked to change clothes.

Drug Free School Act

In 1986, the Drug Free School act was signed into public law by President Reagan. Since that time, federal regulations have been written to implement the law.

All districts, including Morrill Public Schools, prohibit the unlawful possession, use of or distribution of illicit drugs or alcohol on school premises or as part of any of the school's activities, which are held on or off school premises. A specific board policy meets this requirement.

Any violation of this school policy relative to drug and alcohol use can result in disciplinary sanctions being taken against the student. These sanctions will be taken within the bounds of applicable law, up to and including short or long term suspensions, expulsion and referral to appropriate authorities for criminal prosecution.

Schools must also notify parents of the existence of this policy and its exact contents. By federal law, parents must acknowledge receipt of the policy that regulates student conduct and prohibits student's use of drugs or alcohol.

To satisfy this requirement a copy of the policy is distributed to each student at the beginning of the school year. This copy provides a place for parental signature and listing of the names of the children in the family. This signature will satisfy the requirement that parents acknowledge receipt of the policy.

Schools and parents must comply with the Drug Free School Act. The school complies when issuing parents a copy of the policy. Parents comply when they sign their name to acknowledge receipt of the policy. The original must be returned to the school; parents need to keep a copy.

If parents do not return a signed copy of the policy, the school district's administration will continue to contact the parents/guardians for their signature as federal funding may be lost due to non-compliance.

Comprehensive Substance Abuse Rules

PHILOSOPHY

All students have the right to attend school in a drug free environment conducive to good learning. The use of illicit drugs, alcohol or other substances is not only illegal, but interferes with both effective learning and the healthy development of young people. The educational system has a fundamental and ethical obligation to prevent drug abuse and maintain a drug free and safe educational environment, not only throughout the schools, but also in all school related activities

USE/POSSESSION OF HEALTH ENDANGERING SUBSTANCES

The possession or use by students of tobacco or tobacco products, alcohol, narcotics, or other dangerous and/or illegal drugs shall be prohibited.

A. During the school day
B. On school grounds
C. By a participant in school activities
D. As a spectator at school activities involving Morrill participants

Students who possess or use tobacco or tobacco products, alcohol or narcotics, or other dangerous drugs, except as directed by a physician during the school day, on school grounds, or while participating in or attending school activities,

shall be subject to disciplinary sanctions, including not limited to expulsion or suspension. Students involved in extra curricular activities shall be subject to additional disciplinary actions.

Enforcement of disciplinary sanctions shall be in accordance with the procedures established by the Morrill Public Schools:

Health Program

The School Health Program of Morrill Public Schools is a part of the total school education program, and designed to strengthen the student's educational progress by assisting with the maintenance or improvement of the student's health. Parents always have had and should continue to have the ultimate responsibility for the health care of their children. The school does not intend to take over that responsibility, but rather, assists with the health care through health screening, counseling and education at the school. The school health program also has the responsibility of complying with all laws pertaining to the health of students.

The Morrill Public School nurse divides her time between 2 school buildings. Much of the school nurse's time is spent carrying out the various screening programs, communicating with students and their parents when further health examinations are needed and maintaining individual permanent student's health records. Additionally, the school nurse is involved with presentation of some of the health classes.

Health screenings are an important part of the school health program. They are very useful for discovering possible health problems, which can affect schoolwork. However, a screening is not a thorough examination – it is only a quick procedure done to determine if further examination by the individual family health care provider is needed. For example, if a parent questions whether his/her child has a vision problem following the school screening, then they are encouraged to take the child to an eye specialist for a thorough examination.

It is important to report yearly to the school nurse the date your child has had an eye or dental exam or immunization boosters.

The following screening programs are done yearly:

1. Height, weight, and oral	All students K – 12
2. Vision and hearing	All students K – 12
4. Immunizations	All students K – 12 are surveyed yearly for completeness, and required summary report is sent to the Nebraska State Health Department.

Simple, basic first aid is administered when needed on the school premises by school personnel. If more extensive health care is needed, the parent or emergency contact person is called to come to the school for the student.

When a student is too ill to attend classes, it is expected that the parents make arrangements for the child to recuperate at home or elsewhere outside of the school. The school cannot care for sick children.

Occasional "colds" and stomach upsets are a fairly common experience in a student's life. Many times when these conditions are minor, the child using good health practices can and should continue to attend classes.

IF YOUR CHILD:

1. has a fever, is vomiting, or had diarrhea; don't send him/her to school.
2. is absent because he/she has any of the following diseases: Diphtheria, Hepatitis A, Meningitis (Bacterial or Viral), Pertussis (Whooping Cough), Poliomyelitis, Tuberculosis, Enterobiasis (Pinworms), or Impetigo, he/she must have a doctor's permit to return to school.
3. has a health condition; such as severe allergies, diabetes, epilepsy, asthma, urinary or bowel problems, please report the condition to the school nurse.
4. has had a yearly eye or dental exam or immunization booster; please notify the school nurse and bring updated records to the school.
5. needs to be excused from Physical Education; he/she needs a written note from their parent. If a student needs to be excused for more than 3 days, a note from a doctor will be required. If students are excused from PE they will also be expected to sit during recess and other physical activities.
6. needs to take medication during the school day; please refer to the medication page in your Parent/Student handbook.
7. if both parents work and no one is home during the day; please make arrangements for a place to send your child; should he/she become ill during the day.
8. is absent because he/she has any of the following diseases; please call the school nurse, immediately.

Conjunctivitis (pink eye)	may return after 24 hrs. with prescription medication or documentation from physician that student is no longer infectious.
Fifth Disease	with documented physician approval may return with rash
Ringworm	may return after treatment is started
Scabies	may return after treatment is started
Hand, Foot and Mouth Disease	will be excluded during acute phase; may return after fever-free without the use of fever-reducing medication.
Influensa	exclude for duration of the illness
Pediculosis (head or body lice)	may return when all the nits (eggs) have been removed. In the case of re-infestation of the same student, the student will not be readmitted until all treatment is completed and student is free of nits and casts. We allow 2 days absence to be excused for this condition; on the 3rd day, the student needs to be re-examined by our nurse who will determine if the student can return to school. If it is determined that the days absent are being misused, then the days missed will be unexcused.
Strep throat	may return to school after being on medication and temperature free for 24 hours

KEEP THESE RULES AVAILABLE SO YOU MAY REFER TO THEM WHEN NECESSARY

Medication Rules

It is recognized that many children are only able to attend regular school because of the effective use of medication in the treatment of chronic disabilities and acute illness. Students who are required to take medication during the regular school day must comply with school regulations. The following regulations have been developed for the protection of every child receiving medication.

1. Prescription medications must be brought to school in a prescription container, properly labeled, including: child's name, physician's name, and directions and dates/times for administration. Medication must be accompanied by a signed school permit from parent/guardian and physician (see attached school permit school form). The permit must be renewed annually or whenever the medication prescription changes. Use of short-term medication needs only a parent/guardian authorization.

2. . The school will not dispense non-prescription medication without parental notification and permission. No loose capsules, tablets, aspirin or unidentified non-labeled substance will be accepted for dispensing to students by school staff.

3. The schools are not staffed with a full-time nurse. The school staff will do everything they can to insure that medication is given at appropriate times.

The student has a responsibility to help remember he/she needs to take his/her medication.

Darby Hoffman, School Nurse.....247-2176

Insurance

Students are given the opportunity to purchase insurance through the school if they wish to do so. Insurance information will be sent home with the students at the beginning of the school year. The cost of the offered plans is very nominal when compared to the other independent plans. It should be expected that the coverage will be limited and may pay only a portion of the medical expenses.

Library

The library contains magazines, books, and other instructional materials needed by everyone. Remember that the library materials belong to ALL students and need your care. If it is determined that the book is lost, it will need to be replaced at the current value, less the past due fine paid of $2.00. Any damage to the bar codes on the books will result in a fine of $1.00.

Visitors

ALL VISITORS MUST REPORT TO THE OFFICE BEFORE GOING ANYWHERE IN THE SCHOOL OR ON SCHOOL GROUNDS. YOU WILL BE ASKED TO SIGN IN AND OBTAIN A VISITORS BADGE. THIS POLICY IS FOR THE SAFETY OF ALL STUDENTS AND STAFF.

Parents are encouraged to visit school. Short, well-planned visits provide a better understanding of a child's school experience. These visits should last no longer than one (1) hour. All visitors must report to the principal's office before entering a classroom. School-age children are not to visit school unless arrangements have been made with the teacher and the principal.

Student Discipline

The primary objective of the public schools is the education of children and youth. It is recognized that this objective can be best realized with students who are happy, well adjusted, law abiding and healthy young citizens. Unfortunately, not all children and youth are socially adjusted to the extent that they conform to the recognized standards of good conduct. It is sometimes necessary for the schools to take disciplinary action, for the sake of the individual who does not obey the laws and regulations and for the sake of other students. Students will be held accountable for their behavior on or in close proximity to the school grounds, on the playground, during an intermission, recess, field trips, and all other school sponsored activities.

As a learning environment, the Morrill School District shall expect acceptable behavior on the part of all students who attend school in the district. Discipline shall be enforced fairly and consistently, regardless of race, creed, sex, color, age or national origin. Discipline shall be consistent with federal and state law.

The primary responsibility for discipline in the classroom rests with the teacher. The teacher shall use reasonable and professional judgment in controlling and maintaining order and in administering fair and equitable disciplinary measures.

Teachers develop their own classroom management plans consistent with the disciplinary policies endorsed by the district and administration. These plans clearly state expected behaviors, consequences, and positive reinforcements used daily in the classroom. Inappropriate behavior may result in a "time out" period in the classroom. A "time out" may also

happen in a different room or in the office. A “time out” period offers the student time needed to gain ownership of the problem.

Discipline and the welfare of students is a primary concern of the principal. The principal will handle extreme behavior cases. Serious student discipline may include but not be limited to: suspension from interscholastic activities or suspension from school. Expulsion is processed through the Disciplinary Procedures Policy, adopted by Morrill School’s administration and Board of Education. When intervention by the principal is necessary, a discipline form will be completed, signed, and a copy given to the parents.

Our rules are based on common sense, courtesy, safety consideration, and respect for the rights of others. When a student gets an office referral there will be consequences for that behavior. Each incident of misbehavior will be dealt with on an individual basis.

Morrill Elementary School follows a School Wide Behavior Plan where students are rewarded for positive behavior. For most behavior, the school-wide plan will be followed by teachers and paraeducators in classrooms, on the playground, and other school settings.

Serious discipline measures will be taken when the following occur:

- inappropriate behavior on or off school property
- safety concerns for other students and staff
- willful destruction or defacing of school property
- repeated behavioral referrals and discipline procedures
- disruption of student learning
- disobedience and defiant behavior towards authorities
- intentional aggressive behavior
- weapons possession
- threat to use weapon
- use of weapon
- use of tobacco products or other illegal drugs on school grounds or during school sponsored activities
- verbal or written use of profane/vulgar language
- repeated, willful truancy or tardiness
- theft
- sexual misconduct
- physical injury to others
- participation in any unlawful activity
- bullying other students which may include but not be limited to include the repeated, purposeful, negative physical, emotional, or verbal abuse of another student or group of students.

The above mentioned offenses will carry the following consequences or combination of consequences as determined by the administration:

Conference with Principal
Parents Notified
Time Out
In-School Suspension
Out-of-School Suspension
Expulsion
Other Consequences to be determined by the principal

Bullying and Harassment

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purpose by a school employee or his designee, or at school sponsored events and activities. Bullying is behavior where one person or group engages in harmful action toward another person or group, acting on real or perceived imbalance of power or view of superiority.

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

Harassment includes the same actions, though not necessarily from a standpoint of perceived power.

Harassment prohibited by the school district includes, but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability.

If a student or other individual believes there has been bullying or harassment, regardless of whether it fits a particular definition, he/she should report it and allow the principal or principal's designee to determine the appropriate course of action. Anonymous reports may be made by parents and students. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Anonymous reports must be investigated in the same manner and treated with the same seriousness as all other reports.

The principal or principal's designee will document all reports and interventions and reports will be investigated promptly.

Staff members are encouraged to watch for early signs of bullying and harassment and to intervene before the bullying or harassment escalates.

Short Term Suspension on Campus

Under this condition the student is isolated from their regular classes. The student completes their work under the supervision of an administrator or his/her designee. Students will request permission from their supervisor to use the rest room or library. They may or may not be accompanied to make sure that these privileges are not abused. Library privileges are restricted to necessary material and do not include loitering in the library.

Short Term Suspension off Campus

The student who is suspended from school during school hours may come in for their assignments immediately after school. While under suspension, students are not eligible to take part in any school activities. Short term suspension can be made for a period of time not greater than five (5) school days.

Conditions and Procedures for Assigning Short Term Suspension

The principal will investigate all information and people involved with the alleged incident. The principal may suspend the student(s), for the necessary, orderly operation of the school.

Conditions and Procedures for Assigning Long Term Suspension

Suspension will be assigned in relation to the serious nature of the offense. If longer than five (5) days, there must be compliance with the procedures provided for long term suspension according to board policy.

Long-term suspension is more than 5 days but less than 20. An expulsion is removing a student from school for the remainder of the

semester unless the incident takes place within 10 school days prior to the end of the semester in which case it can be carried over to the following semester.

Procedures for Long Term Suspension or Expulsion

A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of decision to suspend or expel the student. Within two (2) school days a written notice must be provided to the parent/guardian and to the student informing them of the rights under the act.

This notice shall include the following:

1. Rule violated and summary of evidence
2. Penalty which the principal has recommended
3. Notice of student's rights to a hearing
4. Hearing procedures provided by this act and appeal procedures
5. A statement concerning the right to know the identity of witnesses who will appear, and the substance of their testimony.
6. A written notice shall include a form to the parent/guardian of the student to request a hearing.

Patron Concerns

Parents/guardians and school patrons may have questions or concerns. Please visit first with the teacher and then the principal. If the issue is not resolved consult with the Superintendent of Schools.

The Superintendent will ask for a summary of the previous investigation from the teacher and/or principal. He/she will then investigate the matter and report the findings and conclusions. A reasonable amount of time should be allowed for the investigation.

Using these procedures, most concerns can be resolved. It is the desire of the administration and teachers to solve problems at the building level whenever possible. Please remember that we are willing to visit with you. We will listen to your concerns; explain our position, and then work together to find a resolution.
Students, their parents and employees of the Morrill School District are hereby notified that this school does not discriminate on the basis of sex. Title IX requires that we are not to discriminate on the basis of sex in our educational activities and employment practices. Inquires regarding

compliance with Title IX may be directed to the Superintendent of Schools.

Special Services

The staff of Special Services has a goal of helping each student to develop appropriate academic and behavioral adjustment skills. Special Services is designed to complement regular instruction by offering services for handicapped students, including testing and diagnosis, developing Individual Education Plans, and providing placement in appropriate educational programs.

Children who have need for special services may be recommended by the regular classroom teacher, referred by other agencies, or considered as a result of a request from parents to the principal or classroom teacher. Planning for the educational program of a handicapped child will include a conference with specified staff members, classroom teacher, administrator and parents.

Nebraska ChildFind provides information to parents, school personnel, and service providers on child development and special education for children from birth (or date of diagnosis) to age 21. ChildFind also helps parents access information on rights and resources to help them advocate for an appropriate education for their child. A referral can be made by any person who sees a concern for any child birth to age 21. Please call the school for assistance in making a referral.

Reporting To Parents

It is very important for parents/guardians to be informed about the student's progress in school. A good reporting system is necessary to enable teachers to understand student needs, students to understand their strengths and weak areas; and to enable parents/guardians to assist their child.

The following procedures will be followed in reporting to parents:

1. Kindergarten through sixth grade will have 2 parent-teacher conferences during a school year, October and March. These conferences will be scheduled for parents at the end of the first 9 weeks of school and again at the end of the third nine week period. Report cards will be given to parents at that time.
2. For the 2nd and 4th quarters, report cards will be sent home with the students.
3. In addition to scheduled parent-teacher conferences, individual conferences may be scheduled when a need exists or upon the request of a teacher or parent.

NOTIFICATION CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Morrill Public Schools will give parents the following information about their child's classroom teacher:

(1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(2) Whether the teacher is teaching under an emergency or provisional teaching certificate.

(3) The 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 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, Morrill Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

Promotion and Retention

The Morrill Public School's administration and teachers have an interest in each individual student and all staff members are willing to work with students and parents to insure that academic progress is achieved. When academic progress has not been achieved, the decision must be made as to whether or not to retain the child in the same grade for another year. The following policy will be followed when considering the promotion or retention of a child:

Promotion and Retention Policy

1. The best interest and the future of the student are the primary consideration of decisions regarding grade placement.
2. In reaching a decision to retain a child, the teacher and principal, and when necessary, the school psychologist and specialists involved, have studied all available data before a decision was reached.
3. Poor attendance and physical and emotional immaturity may be justification for retention.
4. The teacher, principal, and possible specialists may consider achievement test results to help in the decision process.
5. The final responsibility for the promotion or retention of an individual student rests with the principal as with any other action taken within his/her school.
6. As the study of all factors is carried out to determine whether to promote or retain a child, close contact with parents will be maintained. Conferences with the teacher, principal, parents, and other professionals will be utilized.

Band

The opportunity for students to participate in band and learn to play an instrument is available to those students in grades five and six. The school does have several instruments that may be checked out from the music teacher.

The school is not responsible for privately owned instruments. It is the responsibility of the instrument owner to take care of the instrument at all times.

Lunch

Lunch is served and eaten in the cafeteria/dining room. If you have special diet concerns, please see the principal and/or nurse. Children have the opportunity to purchase lunch, bring a sack lunch, or go home for lunch when pre-arranged through the office. You are encouraged to prepay for meals; charging will not be permitted. Parents are welcome to eat lunch with their student. Please notify the office in the morning. NO POP is allowed in the cafeteria/dining room.

LUNCH DOWNTOWN IS PROHIBITED UNLESS STUDENTS ARE ACCOMPANIED BY THEIR PARENTS/GUARDIANS. STUDENTS MAY NOT GO TO A FRIEND'S HOME DURING LUNCH. LUNCHES ARE NOT TO BE CHARGED.

Cafeteria Rules and Lunch Account Procedures

A supervised lunchroom is maintained for children who eat hot or cold lunches/breakfasts at school. White or chocolate milk is included with each meal. Additional lunch items may be purchased from the lunch line depending on food availability. Desserts may not be purchased as seconds or a` la carte. Students that bring a cold lunch from home may purchase milk from the lunch line. Water will also be available. A note will be sent home at the beginning of the year with meal and milk prices.

In addition to the lunch program we offer a breakfast program that starts at 7:30 to 8:00 each morning. We encourage you to have your students here before 7:45 if they plan on eating school breakfast.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Fire Drills and Tornado Drills

Fire drills are held once a month throughout the school year. Each classroom has directions and maps that are followed for these procedures. We will evacuate the entire school when the fire alarm is sounded.

Civil defense and tornado drills are conducted throughout the year. Tornado Drills will be held at least twice during a school year. A message over the intercom will be announced if there is a tornado warning in the area. The procedures and instructions are located in each classroom and should be followed carefully. The students will relocate to the hallways where they are not exposed to any windows or glass. We will not release students during this time, as we need to practice just as it were the real thing.

Lock Down Procedures

If we are ever in a situation where we need to have a lock down the office will make the following announcement over the intercom: “Teachers the school is in lockdown.” Students will stay in their classrooms away from visual eyesight and remain quiet. The classrooms will remain in lock down until the administration or police officials open the door and release them.

Telephone Messages

The school telephone is a business phone and isn't to be used by students except in special cases. Students must receive permission from their teacher to use the phone. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school.

In order to keep classroom interruptions at a minimum, we are requesting that parents phone the school and leave messages for their children before 2:30 PM. Unless it is an emergency we will not deliver messages to students after 2:30 PM.

A teacher or staff member will not be called out of the classroom during school hours except in an emergency situation. A message will be placed in the teacher's mailbox for them to return your call when convenient.

Emergency Procedures

In case of an emergency, it is absolutely necessary for school personnel to be able to contact parents of a child or someone who know the child. Therefore, it is very important that telephone numbers and addresses be kept up-to-date. An emergency phone number where a parent/guardian can be contacted at all times should be listed with the school. Unlisted numbers are becoming more frequent; however, school will not release an unlisted number to any individual, so please list a telephone number with the school.

Title I Schoolwide Program

Title I School-wide Program enables schools to provide opportunities for all children served to meet the challenging content and performance standards developed for children.

1. High standards for all children
2. Enriched and accelerated educational programs
3. Effective instructional strategies and challenging academic content
4. Quality professional development
5. Coordinating services with pother educational services
6. Quality parent and community involvement
7. Distribution of resources
8. Improving accountability
9. Greater decision-making and flexibility

Morrill Elementary School Parent Involvement Policy

Morrill Elementary School recognizes the importance of having parents involved in the educational programs of their children. Since research indicates that a home/school partnership and greater involvement of parents in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism, parents of students enrolled at Morrill Elementary School are encouraged to take an active role in the education of their children.

In an attempt to ensure that parents of our students more fully participate in their child's educational program, the following parental involvement activities will be promoted at Morrill Elementary School.

- Morrill Elementary School will hold an annual meeting, at a convenient time for parents, to inform parents of their school's participation of the Title I Program. The annual meeting will be held in the fall and appropriate notice will be given to parents regarding the time and place of this meeting. More than one meeting may be held in order to accommodate scheduling needs of parents.
- Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
- Parents are encouraged to support the implementation of district policy and regulations.
- Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending Parent/Teacher Conferences in the Fall and the Spring.
- Parents are provided access to records of students according to law and school policy.
- Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.
- Parents are invited to express their concerns, share their ideas and advocate for their children's education with staff and administrators.
- 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.

Shared Responsibilities for High Student Academic Achievement

As a component of the school-level parental involvement policy, Morrill Elementary School will jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share responsibility for improved student academic achievement.

- Once a year a meeting will be held to look at the compact and update it as needed.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, Morrill Elementary School will:

- Provide assistance to the parents of children served by the school, as appropriate, in understanding 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.
- Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate to foster parental involvement
- Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value of 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.
- To the extent feasible and appropriate, coordinate and integrate parent involvement in programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers 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.

- 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 that parents can understand.
- May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonable available sources of funding for such training
- May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- May train parents to enhance the involvement of other parents
- May arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, who work directly with participating children, with parents who are unable to attend such conferences in school, in order to maximize parental involvement
- May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported by Title I
- May adopt and implement model approaches to improving parental involvement
- May develop appropriate roles for community-based organizations and businesses in parent involvement activities;
- Provide other reasonable support for parental involvement activities under the as parents may request

Accessibility

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports

in a format and, to the extent practicable, in a language such parents can understand.

Use, distribution, and updating of this 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.

Homework

The term "homework" refers to assignments which will achieve their purpose best when prepared during a period of supervised study in class or independent work in the study hall, classroom, or home. Homework should always be purposeful and will reflect the practice of "taught skills". Homework will increase in complexity with the maturity of the pupil. Students need to work collectively with teacher assistance to learn the skill and then independently to master skills. Parents please have a specified time and place for your child to do homework where they will be encouraged and supervised.

Homework is an important part of your child's education and is an extension of learning that takes place in school. Homework can provide drill and practice to reinforce classroom instruction. Students that use their time wisely in school will have less homework to complete at night. I recommend that parents provide a quiet place for their child to do their homework to create positive study habits. It is important for parents to show sincere interest in their child's homework and work collaboratively with them

Birthday Party Invitations

In order to display kindness and concern for all students especially when some students don't receive invitations, we are asking parents that they not send invitations to school for the purpose of distribution. If you do send invitations to school to be passed out, you must either invite the entire class, or at least everyone in the class of the same gender. Please remember, to maintain privacy of our families, the school does not provide addresses or phone numbers.

Bikes

Children riding bicycles to school should park them in the bike rack provided on school grounds. The rack is not supervised during the day, so we recommend that you bring something to lock your bike to the rack. Although the school administrators and teachers are interested in protecting the property of students, they can't assume responsibility for items like bicycles for which they can't provide supervision throughout the day.

Children riding bikes to school need to walk their bike from the crosswalk to the bike rack located on the East side of the building. No bicycles are to be ridden on the playground, or other school property, or across the streets adjacent to the school property. Students must walk their bikes in these areas.

Transportation

Bus transportation is provided for students by the school district. The safety of our children is our prime importance. The breaking of bus rules may result in a student being denied bus transportation. Students that receive two written referrals in a semester for an infraction of bus rules will be removed from the bus for <u>five days</u>. After a third referral the student will be removed from the bus for <u>twenty days</u>. A fourth referral means the student will be removed from the bus for the <u>remainder of the school year</u>. These rules are for the safety of all students and drivers.

Bus Etiquette

1. Behavior at the bus stops should be orderly; stay back from the street, form a line without pushing or crowding, and no throwing of objects.
2. Listen to the driver and follow his/her instructions.
3. Stay seated and facing the front of the bus at all times. Stay in your seat until the bus comes to a complete stop and the driver signals you to get up and move around the bus. If assigned a seat with a seatbelt, the seatbelt must be worn at all times.
4. Be SILENT at railroad crossings.
5. Keep hands and feet to yourselves.
6. Use appropriate and respectful language and voice tones on the bus and while waiting for the bus at designated bus stops. (No screaming, shouting, whistling, or hollering in the bus or out of the windows at any time.)
7. Keep aisles clear of hands and feet as well as other objects. (This will allow others to enter/exit the bus safely.) Also, avoid hitting others with backpacks and other objects as you move down the aisle of the bus.
8. Do not tear or destroy the bus seat or other school property.
9. No drinking pop, chewing gum, or eating food on the bus. (This is to eliminate trash that is left on the bus.
10. Do not litter on the bus or out the windows.
11. The emergency door is for emergencies only. DO NOT OPEN IT.
12. Pets, weapons, and sharp objects are prohibited.
13. When unloading from the bus, please look both ways before crossing the street. Other drivers do not always see you or notice the bus signal. You should also move away from the bus. Do not hide or crawl under the bus.

These rules are for the safety of each and every student on the bus. When inappropriate behavior distracts the driver, the safety of all students is jeopardized.

Bus Discipline

Bus conduct forms will be written by the bus drivers and given to the principal of the elementary school. Each semester the student will be starting with a new set of offenses.

1st offense~
Verbal warning will be given to the student by the principal and parents will be notified.

2nd offense~
Student suspended from riding the bus for 5 days.

3rd offense~
Student suspended from riding bus for 20 days.

4th offense~
Student will be suspended from riding bus for the remainder of the year.

**Serious offenses may result in loss of bus privileges at the discretion of the administrator. **

Parents: If you know that your child will not be riding the bus in the morning, please let the school know by calling 247-2149, as soon as possible. Someone will be at the school to answer the phone starting at 7:00. Bus drivers can be notified by radio. It is also helpful for you to let the school know if your child will not be riding the bus in the afternoon. This will help the driver know if they need to wait for or look for a student who is expected to be on the bus. This is the parent's responsibility, not the children's.

Morrill Public Schools

2015-2016 Calendar

2015

AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				11	8

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					21	19

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					22	20

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					18	18

DECEMBER

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					16	15
					88	80

First/Last Days of School & End of Qtr

No School/Vacation Day

P/Tconferences Comp Day

Work day/No School

Professional Development

HOME OF THE LIONS

August 2015

17-19- TeacherIn-Service

20 - First Day of Class

September 2015

7- Labor Day

28-29 - PD A+ & ESU

October 2015

16 - End of 1st Quarter (39)

19 - Teacher Workday-Grades Due

22 - No School P/T Conferences12 - 8 PM

November 2015

25 - 27 Thanksgiving Break

December 2015

21 - End of 2nd Quarter (43/42)

22 - Teacher Workday-Grades Due

23-31 Christmas Break

January 2016

1 - Christmas Break

4 & 5 - PD A+ & ESU

6 - Students Return

February 2016

15 No School - ESU PD Day

March 2016

11- End of 3rd Quarter (47)

14 - Teacher Workday-Grades Due

17 - No School P/T Conferences12 - 8 PM

25 & 28 - Easter Break

April 2016

20-22 No School PD - NETA

May 2016

10 - Senior's last day

11 -Graduation Practice/Senior Lunch

14 - Graduation

18 - End of 4th Quarter (46)

19 Teacher Work Day-Grades Due

185 Staff Contract Days

Board Approved August 10, 2015

2016

JANUARY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31					20	18

FEBRUARY

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29				21	20

MARCH

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27	28	29	30	31		
					21	19

APRIL

S	M	T	W	Th	F	S
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24	25	26	27	28	29	30
					21	18

MAY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					14	13
					97	88

167 Kindergarten days 1169 hours

168 1st - 11th days 1176 hours

165 Senior days 1155 hours