

# **FRIEND PUBLIC SCHOOL**

## **STUDENT-PARENT HANDBOOK**

**7<sup>th</sup>-12<sup>th</sup> Grade**

**2023-2024**



**Friend Public School**

**501 Main Street  
Friend, Nebraska 68359  
402-947-2781  
402-947-2026 (Fax)**

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**Friend Public School Student-Parent Handbook  
2023-24 School Year**

**Foreword**

**Intent of Handbook**

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

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

**Section 1      Members of the Board of Education**

Name	Contact Information
Jamie Tuttle, President	402-416-5480
Scott Spohn, Vice President	402-499-3441
Nancy Vossler, Treasurer	402-432-3654
Tiffany Shonerd	308-520-2408
Tyler Bartels	402-416-1392
Megan Weber	402-540-3870
Michele Johnson-Clouse, Secretary	402-947-2781

**Section 2      Administrative Staff**

Name	Position	School	Contact Information
Derek Anderson	Superintendent	Friend Public School	402-947-2781
Elizabeth Stutzman	Principal	Friend Public School	402-947-2781

**Section 3 Teaching Staff  
Friend Jr./Sr. High School**

<b>Name</b>	<b>Department</b>	<b>Grades</b>
Julie Ricenbaw	Resource	7-12
Khrystyne Elsberry	English, One Act, Speech	7-12
Amy Kohtz	FFA and Science	7-12
Brian Arp	Art, Boys Basketball, Football	K-12
Shelby Wallick	FCS, Health, FCCLA	7-12
Nathan Baber	PE, Health, Wrestling	K-12
Paul Martin	Social Sciences, NHS, JH BBB	7-12
Kaydi Daudt	Instrumental, Vocal Music	K-12
Mary Niemeier	Math and STUCO	7-12
Jim Pfeiffer	Science, AD, Football	7-12
Amy Hottovy	School Counselor	K-12
Paula Anderson	English and Yearbook	9-12
Korin Arp	School Nurse	PreK-12
Lori Klooz	Media Specialist, Technology, Math, Striv, JH/HS Quiz Bowl, Girls Golf, HS Track	PreK-12
Paige Anderson	Special Education/Life Skills	K-12
Samantha Stutzman	Spanish 1 and 2	9-12

**Section 4 Support Staff**

<b>Name</b>	<b>Building</b>	<b>Position</b>
Michele Johnson-Clouse	Friend Public School	Business Manager
Kim Hulse	Friend Public School	Supt's Office Assistant
Stacy Kirchhoff	Friend Public School	Principal Office Assistant

**Section 5 School Calendar**

**Friend Public School 2023-24 Calendar**

**AUGUST**

S	M	T	W	T	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
28	28	29	30	31		

**SEPTEMBER**

S	M	T	W	T	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

**OCTOBER**

S	M	T	W	T	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				

**NOVEMBER**

S	M	T	W	T	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		

**DECEMBER**

S	M	T	W	T	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/ 31	25	26	27	28	29	30

Qtr.	Ends	Teacher Days Scheduled
1	10/13	45
2	12/21	46
3	3/6	46
4	5/17	48
Total		185

Total Student Days: 178

**August**

- 2 Flex day – 1-11
- PD/Teacher Workday 14
- 15 First Day of School – 2:00 out

**September**

- 4 NO SCHOOL – Labor Day
- 5 Teacher Cohort Day

**October**

- 4 PT Conferences – 12:30 out
- 6 NO SCHOOL – Fall Break
- 13 End of Quarter 1

**November**

- No School Nov. 22-24

**December**

- 21 End of Quarter 2
- Holiday Break Dec 22-Jan2
- NSAA Moratorium Dec 23-27

**January**

- 2 Teacher Work Day
- 3 Teacher Cohort Day

**February**

- 21 PT Conferences – 12:30 out
- 23 NO SCHOOL

**March**

- 6 End of Quarter 3
- Spring Break 7-8
- 13 Conference Quiz Bowl
- 29 No School

**April**

- 1 No School

**May**

- 11 Graduation
- 16 Last Day of School – 12:30 out
- 17 Teacher Work Day

**JANUARY**

S	M	T	W	T	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			

**FEBRUARY**

S	M	T	W	T	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		

**MARCH**

S	M	T	W	T	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						

**APRIL**

S	M	T	W	T	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				

**MAY**

S	M	T	W	T	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	

Teacher Workday/No Students
No School Break Days
Flex Day
Dismiss 12:30
Dismiss 2:00

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

Committed to engaging all students, staff, and community to ensure a diverse education through a culture of life-long learning.

### **Section 2 Goals and Objectives**

The goals and objectives of the Friend Public School are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students, including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students, including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in

management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.

7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

Friend Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 4 Complaint Procedures**

Friend Junior - Senior High School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening (curricular, non-curricular, or extracurricular), please follow the procedure below:

1. Contact the child's teacher / coach / sponsor first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then contact the principal for a conference. Contact the activities director if the concern is related to an athletic activity. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

### **Section 5 Entrance to Friend Public School**

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

1. Birth Certificate.
2. Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming seventh graders and all students transferring from out of state.
3. A record of immunization as determined by state law and the Nebraska Department of Health regulations.
4. Prior school records and grades, when applicable.
5. A copy of Court Order of Guardianship if child is not with legal parent.
6. Upon entering the Friend School, parents and students will be given forms and a Student Handbook. The forms will be returned to the school upon the requested date.
7. Parents and students will be provided information on school programs and activities, including resource, HAL, hot lunch, transportation, student fees, and extracurricular activities.

## Article 2 - School Day

### Section 1 Daily Schedule

Period 1	8:05 a.m. – 8:55 a.m.	Period 5	11:33 a.m. – 12:23 p.m.
Period 2	8:57 a.m. – 9:47 a.m.	Period 6	12:55 p.m. – 1:45 p.m.
Period 3	9:49 a.m. – 10:39 a.m.	Period 7	1:47 p.m. – 2:37 p.m.
Period 4	10:41 a.m. – 11:31 a.m.	Period 8	2:39 p.m. – 3:29 p.m.

### Section 2 Friday Early Out Schedule

Period 1	8:05 a.m. – 8:44 a.m.	Period 5	10:48 a.m. – 11:27 a.m.
Period 2	8:46 a.m. – 9:26 a.m.	Period 6	11:29 p.m. – 12:08 p.m.
Period 3	9:28 a.m. – 10:06 a.m.	Period 7	12:40 p.m. – 1:19 p.m.
Period 4	10:08 a.m. – 10:46 a.m.	Period 8	1:21 p.m. – 2:00 p.m.

### Section 3 12:30 Early Out Schedule

Period 1	8:05 a.m. – 8:36 a.m.	Period 5	10:17 a.m. – 10:48 a.m.
Period 2	8:38 a.m. – 9:09 a.m.	Period 6	10:50 a.m. – 11:21 a.m.
Period 3	9:11 a.m. – 9:42 a.m.	Period 7	11:23 a.m. – 11:55 a.m.
Period 4	9:44 a.m. – 10:15 a.m.	Period 8	11:57 a.m. – 12:30 p.m.

### Section 4 Severe Weather and School Cancellations

The Superintendent may close school in case of severe weather. Representatives of the Superintendent’s staff will notify local news media (**television stations to watch are 8, NTV, and 10/11. Radio stations 96.1, 92.9, 106.3, 104.1, KFAB 1110, and KUTT/KGMT**) when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The school also uses **Blackboard Connect-5** to notify parents and staff electronically by text, email, or phone call. Parents and staff have already been entered into the system. If you want to change your settings, please call Stacy Kirchhoff @ 402.947.2781.

Decision to Close School. A decision to close school is made when forecasts by the weather service, law enforcement advisories, or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when school will be closed.** In some instances, school will be open, but certain services may be canceled (bus transportation, kindergarten, student activities).

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

## **Section 5      Closed Campus**

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

## **Section 6      Supervision Responsibility Before/After School**

Arrival at School/Dismissal From School. The regular school day begins at **8:05 a.m.** and ends at **3:29 p.m.** Students are not to enter the building without faculty permission before **8:00 a.m.** or remain after **4:00 p.m.** unless they have permission to work under the supervision of a teacher and go directly to the teacher's room and work. **Doors will be opened for school breakfast at 7:45 a.m. Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary

due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas, which are the catwalk or the cafeteria.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

The calendar has some “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School- Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located in the main office. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. **Parents are not to go directly to the classrooms.** The school will only release children to adults designated by the parent on the emergency card. Students are required to sign in and out in the main office when they arrive or they leave.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Emergency Closing Procedures. Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

### **Article 3 - Use of Building and Grounds Visitors**

Due to the possible distraction, students are not allowed to have a student visitor or graduate follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

### **Section 1      Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

It shall be the Friend Public School Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the Friend Public School buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Friend Public School buildings, for employees, students, visitors to the schools, and/or the general public.

Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not.

**This includes E-Cigarettes and vaping products.**

### **Section 2      Care of School Property**

School pride and appreciation for the invested money of the taxpayers demand the effort of every pupil for the careful preservation of the building and the school property. This is your school.

Make it a point to take good care of it. Do not permit others to deface your property. In order to effectively discourage lack of respect and improper use of school property, a record is made at the beginning of the year of all property assigned to each pupil (textbooks, desks, band and athletic equipment, and so forth). Any property which shows excessive wear or abuse will be prorated, and damages must be paid before school records will be cleared. Anyone involved in negligent behavior or vandalism that causes damage to school property will be subject to disciplinary action, including the cost of replacing or repair of the damage, and may be reported to law enforcement.

### **Section 3      Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to the office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### **Section 4      Searches of Lockers/Automobiles and Other Types of Searches**

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in their lockers issued to them by the school and should not share them with other students. Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Lockers should be kept clean. Students are encouraged not to keep money or other valuables in their locker. If necessary, valuables may be taken to the

Superintendent's office. The school is not responsible for lost, stolen, or damaged personal items. Personal effects, such as backpacks, books, clothing, and athletic bags should be stored in student lockers and/or shelving provided in the locker rooms. Disciplinary action will result for failing to store personal affects in the designated areas.

Student automobiles are subject to search by the principal or the principal's designee if the principal or principal's designee has reasonable cause to believe that contraband is in or on the automobile.

School personnel are authorized to conduct reasonable searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies, and rules. A search may be conducted when personnel determines there is a reason to believe it could disclose evidence of the violation of a statute, policy, or rule. Personnel are also authorized to conduct area-wide searches, for example, searches of all student lockers, on the same basis and for reasons that include, but are not limited to, safety, health, and discovery of the violation of a statute, policy, or rule.

#### **Section 5 Video Surveillance**

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

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

#### **Section 6 Use of Telephone**

IN CALLS—The office will always gladly cooperate with parents or guardians in getting messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the pupil as soon as possible. When necessary, pupils will be called to the telephone upon the request of a parent or guardian.

OUT CALLS—The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a telephone call may do so before or after school, or during the lunch break.

Cell phones, smart phones, smart watches, and pagers are not to be used in the classroom unless approved by the teacher for educational purposes. This includes text messaging and social media.

#### **Section 7 Bicycles**

Bicycles should be parked in or in close proximity to a bicycle rack on school grounds.

#### **Section 8 Student Valuables**

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

### **Section 9 Lost and Found**

Lost items should be reported to the main office. All articles found should be taken to the main office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time. Failure to properly store your belongings will result in disciplinary action.

### **Section 11 Accidents**

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

### **Section 12 Laboratory Safety Glasses**

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

### **Section 13 Insurance**

The school does not supply insurance on the students. Students are highly encouraged to purchase insurance. Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards

### **Section 14 Bulletins and Announcements**

Daily announcements are read during the **second period in each class**. If you miss this reading, you will find the announcements posted on the bulletin board outside the main office. All students are responsible for knowing the information in the daily announcements.

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

**All posters and signs designated to be posted must have the approval by the administration** before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

### **Section 15 Fundraising Activities**

**All fundraising activities participated in by students for school purposes shall first have the approval of the administration.** Students may not be solicited to contribute to a non-school fundraising campaign and therefore will not be allowed to engage in this during the day.

### **Section 16 Scheduling of Events**

**All events must be cleared through the administration.** This should be handled as far in advance as possible. No events shall be scheduled on Wednesday evenings or Sundays (exception: state sponsored activities or special occasions). **Please contact Mrs. Hulse in the front office for availability.**

### **Section 17 Fire Drills**

Fire drills are held throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire. In the event of failure of the electric buzzer, a hand bell or other signal which cannot be mistaken will be used. Pupils are to pass from their respective rooms, walking rapidly but not running and in single file. Escape routes are posted in the classrooms.

### **Section 18 Tornado Drills**

Tornado drills will be held in spring of the school year without advance notice. Instructions to vacate the classroom and move to the shelter areas will be announced over the intercom. Students are to pass from their respective rooms, walking rapidly but not running. Escape routes are posted in the classrooms.

### **Section 19 Lunch Period and School Lunches**

The school has available to its students a Hot Lunch Program. Students may purchase meals if they desire. A lunch count will be taken in the first period each day to assist the cooks in preparing the proper amount of food. Students should make sure they clean up the area around them when they finish eating.

A weekly notice will be sent home with students to notify the parent/guardian when their account balance falls below zero.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print,

audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
[1400 Independence Avenue, SW](mailto:1400IndependenceAvenueSW@usda.gov)  
[Washington, D.C. 20250-9410](mailto:Washington.DC.20250-9410)

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Section 20 Noon Break**

After students have finished eating, they are expected to walk the catwalk around the new gym. Laptops are not permitted while students are eating.

### **Section 21 Cell Phone Policy**

Cell phones, smart phones, and pagers are not to be used in the classroom unless approved by the teacher for educational purposes. This includes text messaging and social media.

First offense- Verbal warning from the adult in charge.

Second offense- The student will give their phone to the teacher. If the student refuses to turn over their phone to the teacher, they will receive a detention.

Third offense- The student will turn their phone into the office/administration  
Any issues beyond this will be up to the discretion of the administration.

### **Section 22 Nuisance Items**

The use of radios, iPods, headphones, tape recorders, CD players, mp3 players, electronic games, pagers, tablets (Kindle, iPad, etc...), sun glasses, skateboards, skates, scooters, or other similar objects that may disrupt the normal school day are not allowed for personal student use during the normal school day. Use of these items in school will result in disciplinary action.

### **Section 23 Driving and Parking**

**Failure to obey traffic laws or driving dangerously in close proximity of the school will be reported to the police.**

Cars should be parked in the areas north of the building or the outer edge of the east parking lot in accordance with parking regulations. The parking lot north of the building shall be considered school property. Under no circumstances should students park in the Catholic Church lot during school hours, the faculty lot in front of the building, block the crosswalk north of the building, or block more than one designated parking space. Student parking violations will be treated as insubordination and subject to disciplinary consequences.

#### **Section 24     Dating Violence**

Friend Public School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy “dating violence” means 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. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy. Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

#### **Section 25     Leaving School During Session**

No student is to leave school during the day without permission from the office and contact with parents, either by phone or in advance through written permission except in emergencies, and then only by securing permission from a teacher who must report it to the office immediately. If this is not done, the student will be considered absent without permission all or part of the day. Students are required to sign out in the main office before they leave. Failure to do so will be considered an unexcused absence and may result in disciplinary consequences and/or no credit for the assignments missed.

#### **Section 26     Study Hall**

Study halls are assigned and expected to be QUIET rooms for students to get required work done. Seats will be assigned by the teachers who have been requested to keep the study halls quiet.

Study Hall expectations:

- A. Students MUST come to study hall with something to do, such as homework, a book

- to read, art work (for a class), etc.; have enough work to last the entire period. If you do not, the study hall monitor may provide you with something to do.
- B. Take care of restroom needs and locker supplies during class passing time.
  - C. Everyone is to be seated and quiet by the time the bell rings.
  - D. No passes for restrooms or lockers unless it is an emergency. Library passes are to be dated and time recorded. Passes are required from a teacher if you wish to visit the teacher during the period. Students will not be allowed to get a pass from the teacher during the class.
  - E. No sleeping, cards, or games.
  - F. Students do not have permission to speak during class, unless given specific permission to work with another student on homework.
  - G. Students must leave others alone, to allow everyone to get work done in an undisturbed, quiet atmosphere. Violation of this or any other rule may result in detention time served at the discretion of the teacher.
  - H. All other school rules apply at all times. Students diverging from a direct path to their destination (and back) as noted on their pass will face a detention as well.
  - I. Students choosing to violate these rules and regulations are subject to disciplinary action.
  - J. Students failing a class or classes must have a pass from their teacher if they wish to use the library or computers.

Study halls are a part of the total education program at Friend High School. They should not be viewed as free time. If time is well spent in the study hall, it can improve grades and reduce the after school work load.

### **Section 27 School Buses**

A regular bus rider who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly, front office, or by way of another pupil (please call early and prior notification is greatly appreciated). Your cooperation on this will eliminate much uncertainty and loss of time. School buses arrive at school at approximately **8:00 a.m.** and leave immediately after school dismissal—approximately **3:35 p.m.** Periodically, students will be required to participate in bus evacuation drills. All rules and expectations for Friend Public School students, as outlined in the Student Handbook and required by the driver, must be followed. In addition to consequences for misbehavior applied by the principal or bus driver, as outlined in the “Student Rights, Conduct, Rules, and Regulations” section of the student handbook, students may also be subject to a suspension or long-term loss of their privilege to ride the school provided transportation.

Except in cases of severe misbehavior, the following sequence will include but not be limited to:

1. First notification will be a warning.
2. Second notification will result in a three-day suspension from riding.
3. Third notification will result in suspension from riding for the remaining portion of the semester.
4. Fourth notification will result in suspension from riding for the remainder of the year.

### **Section 28 Library/Media Center**

The Media Center is your resource center at school. Here you will find books, magazines, newspapers, and computers with Internet access. The Media Center is a quiet area. Talking will be kept to a minimum. Procedures and rules for use will be posted in the Media Center.

#### MEDIA CENTER AND COMPUTER LAB RULES (non-inclusive list)

1. Have appropriate pass and be in area pass indicates.
2. Respect the personal and educational rights of others.
3. Be sure your actions cause no disruption to the learning environment.
4. Use and care for materials and equipment in the proper manner.

#### SUSPENSION OF PRIVILEGES

Failing to comply with media center/computer lab rules and/or expectations of students as outlined in the Student Handbook may result, but not be limited to the following disciplinary consequences:

1<sup>st</sup> offense - warning

2<sup>nd</sup> offense - suspension from media center and computer lab for one full school day.

3<sup>rd</sup> offense - suspension from the media center and computer lab for one full school week.

4<sup>th</sup> offense - suspension from the media center and computer lab for the remainder of semester (or the following semester if incident occurs in the last two weeks of current semester.)

In the absence of the Media Specialist, paraprofessionals have authority to send students from the Media Center for failure to follow the established rules.

#### COMPUTER SOFTWARE USE, E-MAIL AND INTERNET RULES AND REGULATIONS

The Friend Public School District is pleased to offer the staff and students of the Friend Public School access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the Friend Public School must sign a "Student Agreement", and their parents must sign a "Parents Agreement", and return to the administrative office of the school district. These agreements are filed and remain in effect until a student no longer attends school or a parent request voids the permission agreement form.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, educational environments, "the cloud" and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Friend Public School support and respect each family's right to decide whether or not to sign the "Student and Parent Agreements".

Minors accessing Internet services provided by Friend Public School when attending the alternative school or working as an employee or volunteer of Friend Public School; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Friend Public School or at a facility of which Friend Public School has otherwise been granted primary custody; or when accessing Friend Public School Internet services with remote access connections shall be subject to the following rules and regulations:

A. Definitions:

1. Access to the Internet-A computer or electronic device shall be considered to have access to the Internet if such device is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any video, picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition or the genitals; and
  - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer, electronic devices and network systems connected to the Internet.

B. Acceptable Use of E-Mail and the Internet:

1. Minors shall not access material that is obscene, child pornography, harmful to minor, or otherwise inappropriate for educational or work-related uses.
2. Minors shall not use Friend Public School technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors shall only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of

a school-related assignment activity or for purposes related to work, including volunteer, at Friend Public School.

5. Minors shall not disclose personal identification information on the Internet.
6. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private. Periodically, files will be cleaned and/or deleted.
7. Users should not expect, and the district does not warrant, that files stored on district servers will always be private.
8. The district will not be liable for, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
9. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
10. Do not reveal your personal address or phone numbers, or that of other students or employees of Friend Public School.
11. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to in support of illegal activities may be reported to the authorities.
12. All communications and information accessible via the network should be assumed to be private property.
13. Other rules established by the network administrators or teachers from time to time.

C. Acceptable Use of the Computer, Electronic Devices and Networks

The following policy for acceptable use of computers, electronic devices and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, remake, or make unusable anyone else's computer, electronic device, 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 for the replacement of any damage to the computer, electronic device, information, files, programs or disks.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)

3. Users shall not use or try to discover another user's password.
4. Users shall not use Friend Public School computers, electronic devices, or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer or electronic device, 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 the Friend Public School District, 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 designed to self-replicate, damage, or otherwise hinder the performance of any electronic device's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer or electronic device to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images, including but not limited to sexually explicit images, messages, cartoons, and/or other use of slurs, racial epithets, profanity, or obscene language.
9. Users shall not use the computer or electronic device for the purpose of solicitation or proselytization for commercial, religious, political, personal, or any other non-student related activities.
10. Users shall not tamper with computers, electronic devices, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - A. 11. Users shall not print in excess of 5 pages without prior approval of a staff member.

D. Penalties for Violation of Rules

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

- E. Use of Computer or Electronic Device Access to Telecommunications Resources is a Privilege and Not a Right. Violations of the policies and procedures of the Friend Public School concerning the use of computers, electronic devices and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or

students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

#### F. Student and Parent Agreement.

The Students Agreement and Parents Agreement are given to each new student as they enroll in Friend Public School and respectively, are incorporated herein by this reference.

### **Section 29 Copyright and Fair Use Policy**

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

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

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

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

### **Section 30 Food and Drink Regulations**

The school is meant to be an academic environment. Sack lunches are permissible; other food and drink are not allowed to be brought into the school building, unless the principal or a staff member gives the student permission. **Pop is not allowed in the lunchroom area when lunch is being served nor during the school day. Clear water bottles, containing water, will be the only drink allowed during the school day.**

## **Article 4 – Attendance**

### **Section 1 Attendance Policy**

#### A. Philosophy

Absenteeism is a constant interruption of the learning process. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. These absences are very disruptive to the educational process, not only for the absent student who falls behind in their assigned work, but also for other students whose progress may be slowed by those that fall behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and who need special attention. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the information and background essential to any course which cannot be made up if missed, and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life. Thus, regular attendance promotes both academic development and growth as a dependable individual.

Nebraska State law, section 79-201 requires that all pupils be in school during all days and hours that school is in session. The Board of Education, Administrators, and Teachers believe that students should attend school on all days the school is open for instruction and attend school for all hours of the instructional day. They also believe the responsibility for attendance lies mainly with the parents and students. Parents are asked to cooperate with the school to reduce the number of absences to a minimum.

LB 463 is an update to the state statute regarding truancy in Nebraska's K-12 schools. This allows administration to have greater flexibility in cases involving documented illnesses.

**State law requires school districts to report to the county attorney when a child is absent more than 20 days during a school year.** Friend Public School has the discretion to determine how to respond when a child is absent more than five days in a quarter.

#### B. Parental or Guardian Verification

Parents or guardians are asked to call in their son or daughter's absence to the school office (947-2781) before 8:15 a.m. on each day of absence. The school will attempt to contact parents at home or work if no call is received and a child is absent. Should no such contact be established on the day of the absence the student must bring a parental or guardian note upon his or her return to school.

#### C. Excused Absences

An excused absence can be due either to an emergency, planned, or school activity. Excused absences, although approved, will still count toward the number of absences provision for loss of credit. **If a student is missing school due to a medical appointment, the parents/guardian need to provide a doctor's note to the school for the absence to be counted as "excused". If the school does not receive a doctor's note within 1 day of the appointment, the absence will be counted as "unexcused".** Absences due to approved participation in school activities will not count toward the number of absences accrued by the student.

Students will earn full credits for any class only by being in regular attendance during all hours of the instructional day. Regular attendance shall be defined as being absent from any class 10 or fewer days per semester. These days should be thought of as days to be used for illness, family emergencies and medical appointments, holidays, family trips, 4-H and church or community activities. Proper verification from a parent or guardian on these days is required for the absence to be excused.

An important point for parents and guardians is proper verification of your son or daughter's absence. Proper verification is defined as prior notification to the school office or otherwise stated in the first paragraph of Section B. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent or guardian within one day of the absence will be considered unexcused and subject to disciplinary action. Students who are absent (excused absences) will have the number of days missed plus one in which to complete make-up work (i.e. a student who is absent one day will have two days to complete such work, a student absent two days will have three days to complete such work, etc.). **This does NOT include absences due to school activities.**

In cases of chronic illness or extended/frequent absences from one or more classes, or patterns of absences from one or more classes, or patterns of absences on test days, or students otherwise suspected of violating the intent of this attendance policy, the Faculty Attendance Committee may require written verification of the illness by a physician/medical practitioner to assure compliance with this attendance policy and shall counsel with the student and his or her parents or guardian and explain the necessity for the medical excuse.

When possible, as with medical appointments, holidays, and family trips, in advance the student must provide proper parental or guardian verification to inform the office of the upcoming medical appointment, holiday, or family trip. Students should complete and hand in assignments to be missed to the satisfaction of the classroom teacher(s).

#### D. Other Excused Absences

##### 1. School Activities

Students acting as participants on an extra-curricular team or organization under the direction of a school appointed coach/sponsor will not be considered absent when such participation requires them to miss part or all of the instructional school day. Teachers reserve the right to withhold students from such activities, due to incomplete classroom work or failing grades. In the event of a state sanctioned activity, the administration may expand the requirement to include participants and additional students.

##### 2. College Visitations

Students who have met the standards established for membership in the senior class will be allowed (2) two days per school year for the purpose of visiting colleges or universities without those days being considered absences provided that such visitations have been arranged **in advance** through the school counselor's office. Juniors may be allowed one (1) day to visit a post-secondary institute. College visitation days not arranged through the counselor's office or in excess of two days will be treated as an absence. Students must provide proper parental

verification to the office **at least one day before the planned visit in order to obtain an excused absence.**

#### E. Unexcused Absences

Unexcused absences are any absences that were not due to illness, death in the family, unforeseen emergency, school activity or was planned and not approved in advance. Absences without verification from a parent or guardian, as described in section “C”, are also unexcused. For the student to receive credit for work missed during an unexcused absence they will need to complete it by 8:00 AM following their day back of return (example: If the student is unexcused on Monday, then that student returns on Tuesday, their work missed from Monday will be due at 8:00 AM on Wednesday of that same week).

#### An absence is unexcused if:

1. The parent or guardian has not called to verify the absence or the student has not presented written notification from the parent.
2. A student leaves the building for any reason without checking out in the principal’s office by signing the “sign-out” sheet. Students are also required to sign in if they return before the end of the day.
3. A student attends a **sporting event** as a spectator and not a participant is considered unexcused.
4. Unless the student participated during the season in that particular sport and wishes to attend a state tournament or meet, also students who attend a state tournament or meet with a parent will be excused.
5. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences,” for purposes of the need to provide truancy remediation services. Such absences shall be determined on a per day basis or the hourly equivalent. When a student has excessive absences, procedures shall be implemented to correct the truancy problem as required by law. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If a student continues to be or becomes habitually truant, the principal shall notify the county attorney as required by law.

#### F. Other Absences

##### 1. Tardiness

Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings. If a legitimate reason exists for the delay (late bus arrival, family crisis, extreme weather) the tardy will be considered excused; all other tardies will be unexcused.

- a. Tardies: Students are to get a pass from the teacher of their previous period for tardiness during the day. Students arriving to class late without a pass will receive an unexcused tardy. A detention will be given on the **third unexcused tardy**. A detention will be assigned for every third unexcused tardy.
- b. Tardies per Quarter: Students will receive an ISS (in-school suspension) after they have accumulated **12 tardies in a quarter**.
- c. Students who are tardy first period must sign in at the office upon arrival to school.

- d. If a student exceeds 12 tardies in a quarter, he/she will receive a detention for each additional tardy until the quarter ends or a similar appropriate consequence determined by administration.

## 2. Partial Absences

For attendance purposes, each class period (50 minutes in length) is divided into two halves. Students missing less than 26 minutes of the period will be recorded as tardy. Missing more than 25 minutes of the period will be recorded as 1.0 absence in the daily record for that student.

Students who need to leave the building during the school day must have proper verification from their parent or guardian. Students must report to the office before leaving the building. Students leaving the building without signing out will be considered truant.

3. Organized absences (i.e. “sneak day” or “hooky”) are not sanctioned by the school. This absence is considered as truancy and will be treated as such.

## 4. Truancy

Upon completion of fact gathering regarding a student absence, the principal determines the student to be truant; the student will be subject to the following consequences: the student will receive no credit for the assignments missed due to the truancy. The student will make up the time missed from school at a rate “double” time missed as a result of the truancy. An in school suspension may be assigned to the student as a method to make up the time missed. See Level III of the Discipline Process.

## G. Make-up Work for In School and Out of School Suspensions

Days missed due to an out of school suspension may count as an absence from school. Students absent during the period of suspension are required to make up all work satisfactorily and may receive credit for the make-up work. Exams are an exception to this rule and will be graded accordingly. Upon returning to school after a suspension, all homework during the term of suspension will be due. Homework assignments are to be obtained from the student’s teachers after school.

## H. Requirements for Extracurricular Participation

Students are required to be in attendance in school at least (periods 5, 6, 7 and 8) preceding any scheduled activity in which they are to participate. This requirement may be waived by the principal if the absence is unavoidable. However, it is the responsibility of the student to check with the principal in advance for prior approval.

## I. Return to School After an Absence

Students returning to school after an absence must obtain a makeup stamp from the office prior to being admitted to any class. This classification is based upon parental or guardian verification, as stated above in Section B. Such classification will determine teacher response to requests for make-up work. Failure to follow the prescribed procedure above may result in disciplinary action.

It is possible that a student may return to school without a prior parental or guardian verification and be admitted in school with an unexcused absence. This unexcused absence will be recorded on the student's planner. If the parent or guardian would then provide proper verification to the office, a call or signed note within one (1) day, the absence would then be changed to excused in the office and the classroom teacher(s) would be notified of the change. Students will be given the number of days missed plus one in which to complete the make-up work.

Failure to complete work on time will be recorded as a "zero" or no credit by the classroom teacher. In the event of extenuating circumstances, students may request the principal to extend the time to complete their assignments. The request must be made prior to the conclusion of the original timeline. It shall be the responsibility of the student to contact each teacher for instructions concerning all work to be made up.

#### J. Timely Notification

A notification process has been established to communicate the absence status of a student to a parent or guardian. This process consists of written communication from the school in which the parent or guardian is notified when a student is absent 5, 8, and 10 times for a semester class. When a student is absent ten (10) times from a semester class, excused or unexcused, a letter will be sent by mail to the parent or guardian as a reminder of the absence status.

Upon notification of a student's tenth (10<sup>th</sup>) absence per semester, the student's attendance file is reviewed by the Attendance Committee. The Attendance Committee is made up of the principal and school counselor. The superintendent of schools may be invited to be on the Committee by the student, parents or principal. This Committee will collect and consider information regarding student absences from proper and timely verification submitted to the office by the parent or guardian and the classroom teacher(s) of the student. The Committee reserves the right to request further information from the parent or guardian regarding the student absences and proper verification. The Attendance Committee may waive the attendance violation and extend the number of allowable absences in cases where verified illness or injury or other extenuating circumstances accounting for the absences.

The Attendance Committee will review all absences and consider each student as an individual. The Committee may allow a waiver (granting credit for the class) from the strict application of this policy upon a showing of good cause. The Attendance Committee may consider (but not be limited to) the following points of consideration:

1. Whether the absence has been properly verified by a parent or guardian as stated in Section B.
2. Student make-up work completed on or before the due date.
3. Whether the reasons for the absence appear to be in the interest of the student or school.
4. Is the absence contrary to the spirit of this attendance policy?
5. Has the student been disruptive, undisciplined, and failed to comply with school rules and regulations?
6. Other factors deemed appropriate by the Attendance Committee.

If the action of the Attendance committee is not satisfactory, a further appeal may be made to the Board of Education. The aggrieved party will have five (5) working days from the decision of the Appeal committee to appeal to the Board of Education.

**Article 5 - Scholastic Achievement**

**STATEMENT OF THE PHILOSOPHY OR MISSION OF THE DISTRICT  
MULTICULTURAL EDUCATION PROGRAM**

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

**Section 1 Grading System**

Grade reports will be distributed to parents following each grading period. Parent/teacher conferences will be held once in the fall. Grade reports will be mailed home.

Following are the numerical grades that will be issued by teachers and their comparable letter grade:

A	94-100
B+	90-93
B	86-89
C+	82-85
C	77-81
D+	73-76
D	70-72
F	69 & Below
Inc.	Work Incomplete
P or F	Pass or Fail

In the case of a transfer student or other purposes, such as academic honor determination, the following conversion table will be used: 94 - 100 = A = 4.0, 90 - 93 = B+ = 3.5, 86 - 89 = B = 3.0, 82 - 85 = C+ = 2.5, 77 - 81 = C = 2.0, 73 - 76 = D+ = 1.5, 70 - 72 = D = 1.0.

**INCOMPLETE GRADES:**

To receive credit for a class, all incompletes must be cleared by the second Friday following the last date of the semester. Any deviation from this procedure must be approved by the principal.

**Section 2 High School Yearly Course Requirements**

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

High school students are required to register in the following courses:

9th Grade	Intro to Lit. Math, Physical Science, Geography, P.E./Health
10th Grade	World Literature, Math, Biology, American History
11th Grade	American Literature, Math, Science, World History
12th Grade	English, American Government

All students are required to successfully complete an additional two (2) semesters of a physical education class, one (1) semester of Speech, and one (1) semester of Personal Finance.

#### CLASS MEMBER

To attend and/or participate in a class activity, a student must have accumulated the necessary academic credits to be considered a member of the participating class. The student must have the following minimum number of hours of academic credits:

Sophomore - 50

Junior - 105

Senior - 155

### Section 3 Graduation Requirements

It shall be the policy of Friend Public School that to be eligible for graduation from Friend High School, the candidate must have earned a minimum of 245 semester hours credit in grades 9 through 12 inclusive.

Further eligibility for graduation shall require the candidate to present a minimum of 40 earned semester hours credit during the school year in which he/she intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

In addition, to be eligible for graduation the candidate must have completed 20 approved hours of community service and submitted all required paperwork by the deadline shared by administration.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	45 semester hours
Social Sciences	40 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	20 semester hours
Electives	80 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board

shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Written notification will be made to parents of students who are in danger of not earning an academic diploma. It shall be required that the candidate have eight (8) semesters experience in grades 9-12.

#### **Section 4 Junior High Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

#### **Section 5 Change of Schedule**

High school students desiring to change their class schedule after registration must do so by the designated date of each semester, **within 5 days from the start of each semester**. After these dates, no changes will be allowed except by special permission of the principal. In order to change any class, the student must present a written request signed by the parent or guardian indicating approval of such change. Upon presentation of the request and approval of the principal, the student will be issued an official form to be signed by all teachers involved in the change. Any classes dropped after the designated date will be recorded on the permanent record with “Withdrew passing” or “Withdrew failing” and dated.

#### **Section 6 Guidance**

School counselors are vital members of the education team and maximize student success by helping all students:

- apply academic achievement strategies
- manage emotions and apply interpersonal skills
- plan for postsecondary options (higher education, military, work force)

School counselors often provide:

- individual student academic planning and goal setting
- school counseling classroom lessons based on student success standards
- short-term counseling to students
- referrals for long-term support
- collaboration with families/teachers/ administrators/community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings

• data analysis to identify student issues, needs and challenges  
(American School Counselor Association)

## **Section 7 Class Rank and GPA**

The primary purpose of ranking students in class is to provide information to colleges for their use in determining eligibility for admission and counseling. Grade point average will be figured for each student each semester and all classes taken and receiving percentage grades will be used in the computation. Class rank will be determined according to the cumulative GPA while attending Friend High School. Class rank for transfer students will be figured once the student has completed 4 semesters of classes taken at Friend High School.

## **Section 8 Honor Roll**

High level of achievement is desired and encouraged by Friend High School. High level of achievement in scholastic endeavor is recognized by the publishing of an Honor Roll at the end of each quarter and each semester. Quarter Honor Roll will be based on quarter grades while Semester Honor Roll will be based on semester grades. We have two levels of achievement for our Honor Roll:

- 1) Honor Roll With Distinction: A student must have an average of 94% or above in all courses in which a percentage grade is received. One D, F, or incomplete grade for a course will automatically eliminate a student from the Honor Roll.
- 2) Honor Roll: A student must have an average of 90% or above in all courses in which a percentage grade is received. The same exclusions apply as above.

## **Section 9 National Honor Society**

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. It exists with the hope of creating an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.

### Selection Procedure:

Membership, **all students who meet the criteria will be selected.** Selection for membership is based on decisions made by the five-member NHS Faculty Council **chosen by the High School Principal.** The sponsor is a non-voting member of the NHS Faculty Council. Eligible students and parents have an option to attend a meeting prior to the selection process. During this meeting, the application, scoring, and selection procedures will be outlined and discussed.

The minimum cumulative grade point average for eligibility for Friend's chapter of the National Honor Society is 90% for sophomores, juniors and seniors. Freshmen are not eligible for National Honor Society membership.

Participation, leadership, and service in school and community are required in addition to scholarship. Students are provided an activity/participation form and requested to complete it. Students who fail to complete the form are not automatically disqualified from consideration, but membership chances could be greatly reduced because the NHS Faculty Council is unlikely to be aware of all the activities and services in which a student is involved. Scholarship receives more

weight as it accounts for 40% of the total student score. Leadership, service, and character each account for 20% of the total score.

Membership in the National Honor Society is based on excellence in four areas: character, scholarship, leadership and service. Each area is considered independently; excellence in one area does not automatically qualify a student for membership. Each individual's score will be determined by a numerical rating applied to each student by the NHS Faculty Council. Each council member will consider the following when giving the student a rating:

### SERVICE

- Willingness to render cheerfully and enthusiastically any requested service to the school and community.
- Volunteers dependable and well-organized assistance, is available on his own time and is sacrificing.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Participates in some outside activity: Girls Scouts, Boy Scouts, Church groups, volunteer services for aged, poor, disadvantaged, family duties.
- Service focus free write.

### LEADERSHIP

- Demonstrates leadership in classroom, at work, and in school activities and demonstrates academic initiative.
- Exercises influence on peers in upholding school ideals.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Exemplifies positive qualities and attitudes.
- Leadership focus free write.

### CHARACTER

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality and shows courtesy, concern, and respect for others.
- Cooperates by complying with school regulations.
- Demonstrates highest standards of honesty and reliability.

Candidates for and members of National Honor Society must exhibit qualities of character consisting of integrity, positive behavior, cooperation, and ethics. Data on these qualities will be collected by a survey of all secondary faculty members. Obviously, such behavior as truancy, copying, cheating, proven law violations, violations of school rules and regulations, suspensions, patterns of classroom misconduct, absenteeism, avoidance of exams, and incidents that reflect negatively upon a student's character will be considered in this survey. Faculty Council members may use this information as an additional assessment to determine a student's membership.

A profile of each student is derived from an accumulated point total adding each of the four areas above: scholarship, service, leadership, and character. The point totals are calculated by a staff

member assigned by the Sponsor. Point totals are listed in descending order. Working as an individual and in confidentiality, each faculty member is given a list of the student point totals in the meeting. The list is used by the faculty member to establish a line or what they determine as a logical "break" denoting admission into National Honor Society. This information will be collected by the Sponsor and shared with the Faculty Council. The Faculty Council may use this information as they meet and make their final selection for members in the National Honor Society.

National Honor Society members are required to live up to the academic and behavior standards expected of them. For those who fail to do so, a review process occurs to determine if the member is placed on probationary status, suspended, or expelled from the membership. **Once you have been removed for behavior unbecoming of an NHS member, you may not re-apply in future years according to National Honor Society by-laws.**

### **Section 10: Academic Eligibility Requirements Grades 7-12**

Grades in all subjects, including non-core classes, will be reported by 9:00 each Monday morning, beginning the third week of each quarter (in a week grading period).

At that time, two lists are created and shared with all teachers, coaches, sponsors, and administrators. The **down list** includes students who have a grade of D+, D, or D- (70% to 76%) in any class. The **failing list** includes students who have a grade of F in any class (69% or lower). Quarter grades are used to determine these lists.

Any student who is failing two or more classes will be deemed ineligible, which means that student may not participate in extracurricular activities from that Tuesday through the following Monday night. If the student's grades have been raised to passing, he/she will regain eligibility on the following Tuesday morning. A letter is sent home to the parent(s)/guardian(s) of any student whose name is on the down list, failing list, and/or is deemed ineligible.

If a student has two D's (70-76%) or any F's (69%-0), he/she is required to attend Wednesday Intervention Time from 3:30-4:15 PM. The student must bring work to complete, and the student is also responsible for communicating this to their parents/guardians and lining up transportation. If a student attempts to skip Wednesday Intervention Time, he/she will be dealt with as if he/she were attempting to skip a regular scheduled class.

Students are encouraged to check PowerSchool daily to remain aware of their grades. It is emphasized that it is the responsibility of the student to go to the teacher and determine how he or she can best improve his/her grade.

### **Section 11 Class Load**

Students will be required to register for a minimum of **seven** classes during the eight-period day. Student assistantships are not to be included in the seven class schedule.

### **Section 12 Class Member**

To attend and/or participate in a class activity, a student must have accumulated the necessary academic credits to be considered a member of the participating class. The student must have the following minimum number of hours of academic credits:

**Sophomore - 50**

**Junior - 105**

**Senior - 155**

### **Section 13 Selection of Valedictorian/Salutatorian**

A valedictorian and salutatorian shall be selected from each graduating class. The Valedictorian shall be that graduating senior with the highest cumulative grade point average, while the Salutatorian named shall be the graduating senior with the second highest cumulative grade point average- this is determined after the first semester is completed during senior year. Transfer students may be eligible once they have completed 4 semesters of classes taken at Friend High School. In the event that the cumulative grade point average of two or more class members is close enough to indicate a possible tie, it shall be at the discretion of the principal to declare a tie for either the valedictorian and/or salutatorian. The determination of Salutatorian and Valedictorian will be made after the completion of the seventh semester of high school (January of the graduating school year).

### **Section 14 Academic Letter**

Students in grades 10-12 may earn an Academic Letter each year. The requirements for the letter are:

1. The student must earn at least a 94% grade average for the following cumulative lengths of time:
  - 10<sup>th</sup> Grade 3 Semesters**
  - 11<sup>th</sup> Grade 4 Semesters**
  - 12<sup>th</sup> Grade 6 Semesters**
2. At least one of the semesters listed in the semester requirements for the grades 9-12 must be during the current school year.
3. In order for a quarter or semester to be counted towards the requirements listed above, the student must take at least four academic core classes. Those classes considered core classes for this rule are:

#### **English**

Intro to Lit/Comp  
World Lit/Comp  
American Lit/Comp  
Composition I and II  
Speech  
Applied Communications

#### **Science**

Agricultural Science  
Biology

#### **Mathematics**

Trigonometry  
Calculus  
Algebra II  
Geometry

#### **Social Studies**

Geography  
World History

Chemistry  
Physics

American Government  
American History

**Foreign Language**

Spanish I  
Spanish II

4. A distance learning class from another high school or from a college can be approved to substitute for or count as a “core course” requirement. The approval will be given by the Administration and School Counselor.
5. Awards – Each student in grades 10-12 will receive a varsity letter certificate. Students who qualify will also receive an “Academic F” chenille. The chenille will be awarded one time throughout grades 10-12.

The Administration and the Counselor will decide if new courses will be added to the list of core courses and elective curriculum. If a student transfers to Friend, the student will be eligible for an Academic letter after he/she attends Friend for three complete semesters.

**Freshman A+ Award**

If, as a Freshman, you have a 94% (A) GPA for at least three quarters and you are on track to receive an academic letter, you will be awarded the “Freshman A+ Award.”

**Section 15 Student Planners**

In an effort to assist students in organizing their daily tasks and their school year, each student will be presented with a student planner at the beginning of the school year. Students are required to carry their planner. Planners are utilized as a hallway pass. Students who lose their planner are required to purchase a new planner from the school office.

**Section 16 College and Dual Credit Courses**

Friend Public School offers a variety of options for students wanting to earn Friend Public School and college credit simultaneously (dual credit) and/or college credit while in high school. Students and/or parents should talk to the school counselor to inquire about the options available.

Grades, credits, and payment for the aforementioned college and dual credit courses will be handled as follows:

*Dual Credit Advantage* Courses Taught by a Friend Public School teacher (Calculus, Composition I and II) Students will be graded on the Friend Public School grading system/scale, and the semester 1 and semester 2 grades will be factored into the student's Grade Point Average (GPA). The credit hours earned in dual credit courses count toward the 245 hours needed to graduate from Friend Public School and will appear on the student's FPS transcript.

- The student is entirely responsible for paying for all tuition expenses related to these classes. Friend Public School will provide textbooks.

- Please note that the student will be sent a tuition statement directly from Southeast Community College. *Friend Public School has no involvement in billing for these classes. If payment is not submitted on time by the student, SCC will place a hold on his/her account until payment is received. This may affect the student's grade being included on both the high school and college transcript, as well as the student being able to register for future classes with SCC.*

*SENCAP* course Taught by a Friend Public School teacher (Crop & Food Science, Intro to Livestock, Ag Occupations & Exploration) Students will be graded on the Friend Public School grading system/scale, and the semester 1 and semester 2 grades will be factored into the student's Grade Point Average (GPA). The credit hours earned in dual credit courses count toward the 245 hours needed to graduate from Friend Public School and will appear on the student's FPS transcript.

- The student is responsible for ordering and paying for textbooks or other materials required by SCC.
- The student is also responsible for submitting payment for tuition (a personal check is preferred) to Friend Public School within one week (7 days) of the start of the semester. Failure to submit payment will result in the student being dropped from the course.
- At the end of the semester, the tuition payment will be returned to the student (or the check will be destroyed) *if the student passed the course with a D or higher. Friend Public School will retain payment for course tuition if the student fails the course.*

Online Dual Credit Classes Taught by a Non-Friend Public School Teacher (i.e. any online *SENCAP* course or an online *Dual Credit Advantage* course): Students will be graded on whatever grading system is shared by the college instructor at the beginning of the course. At the end of the term, the final letter grade assigned by the course instructor (not the grade assigned by the *SENCAP* portfolio instructor) will then be converted to the highest percentage grade on the Friend Public School grading system that represents the original letter grade.

(Example: If the instructor reports a final letter grade of B in Introduction to Psychology, the percentage grade of 89% will be recorded in PowerSchool, since the range of a B is 86-89%.) This grade will be factored into the student's Grade Point Average (GPA). The credit hours earned in these dual credit courses count toward the 245 hours needed to graduate from Friend Public School and will appear on the student's transcript. The student is responsible for ordering and paying for textbooks or other materials required by SCC. The student is also responsible for submitting payment for tuition (a personal check is preferred) to Friend Public School within one week (7 days) of the start of the semester. Failure to submit payment will result in the student being dropped from the course.

At the end of the semester, the tuition payment will be returned to the student (or the check will be destroyed) *if the student passed the course with a D or higher. Friend Public School will retain payment for course tuition if the student fails the course.*

## **Article 6 - Support Services**

### **Section 1      Special Education Services**

### Special Education Identification

**All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services. The school newsletter will contain information about services coordination.**

### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

### How are Students with Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### Independent Evaluation

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

### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying

programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>. Please see our school website for information on Child Find [www.friendbulldogs.org](http://www.friendbulldogs.org)

## **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
4. Have the school district advise you of your rights under federal law.
5. Receive notice with respect to identification, evaluation or placement of your child.
6. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

7. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
8. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
9. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
10. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
11. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
12. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
13. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
14. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
15. File a local grievance in accordance with school policy.
16. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3      Guidance Services**

School counselors are vital members of the education team and maximize student success by helping all students:

- apply academic achievement strategies
- manage emotions and apply interpersonal skills
- plan for postsecondary options (higher education, military, work force)

School counselors often provide:

- individual student academic planning and goal setting
- school counseling classroom lessons based on student success standards
- short-term counseling to students
- referrals for long-term support
- collaboration with families/teachers/ administrators/community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- data analysis to identify student issues, needs and challenges

(American School Counselor Association)

#### **Section 4 Health Services**

Illness or accident: Parents are encouraged to keep students at home when they are running a fever. A student who becomes ill during the school day may be sent to the office. If it is deemed necessary to send the child home, the parent or designated person on the Emergency Information Sheet will be contacted by the school secretary. The child will be kept at school until dismissal if contact with a parent or designated person is not made.

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. If a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Emergency Information Sheet will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Friend Rescue Squad for assistance. Please inform the school of any changes in procedure that comes up. It is the practice of Friend Public School to require students to learn and follow safety rules and procedures in classrooms that require special protection. To support a safe environment, students are required to wear safety glasses in some science and industrial technology classes.

Medication: No medicine will be prescribed or provided to any student without parent permission and a copy of the Medication Permission form on file. The school will dispense non-aspirin (such as Tylenol) if a parent delivers a written note to the nurse, granting the school permission to do so.

Communicable and Infectious Diseases: It shall be the responsibility of the Friend Public School principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

Measles (Rubeola): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Three day measles (Rubella): Students may return to school four days after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Fifth Disease: A student may attend school while a rash is still present if there is no fever, excessive itching, sore throat and other discomfort.

Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.

Chicken Pox (Varicella): A student may return to school after one week if symptom free and all pox are dried.

Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students. May return with lesions covered or as doctor advises.

Streptococcal infection: A student may return to school 24 hours after the start of antibiotic therapy and afebrile (no fever).

Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home immediately with instructions not to return until under a physician's care.

Head lice: Students will be excluded from school until treated and determined to be louse and nit free.

Hepatitis: A student will be readmitted upon approval of a family physician.

Scarlet Fever: A student may return to school 24 hours after starting antibiotics.

Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home.

After illness, students may return to school without the aid of antiemetic (fever-reducing) medication.

## Section 5 School Immunization Rules and Regulations for 2023-24 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet:  
<http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 6/2019**

## **Section 5 Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses – General Conduct Rules Apply: While riding school buses, you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

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

### **Section 1 Alcohol and Illicit Drug Use Prohibited**

The Friend Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures; if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) at either the local police department under police supervision or a local Friend medical facility.

Moreover, the Board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor. The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs. Finally the Board directs that this policy be included in all staff student handbooks and that it be posted in staff lounges and workrooms. **This also includes and pertains to any and all synthetic drugs. (i.e. K-2) and vaping products.**

### **Section 2                    Smoking Prohibited**

It shall be the Friend Public School Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the Friend Public School buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Friend Public School buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes E-Cigarettes and vaping products.**

### **Section 3                    Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 4                    Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs, as needed.

**Drug and Alcohol Use and Prevention.** Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

**Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.** Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a

student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

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

### **Section 5 Standards of Student Conduct Pertaining to Drugs, Alcohol, and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product, including vaping products, and E-cigarettes.

### Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### Administration

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

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

### **Section 1 Student Conduct and Discipline Policies**

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Friend Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all types of aspects of student conduct: however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

### **Section 2 Forms of School Discipline**

#### Short-Term Suspension:

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

#### Long-Term Suspension:

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

#### Expulsion:

Meaning of Expulsion. 1) Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 2) The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall be required. If no hearing is requested, the immediate suspension will continue until the date the long term suspension, expulsion, or

mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as described above.

1. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
2. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Principal or the Principal's designee.
3. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions

of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### Other Forms of Student Discipline:

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

### **Section 3 Student Conduct**

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

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

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant); if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) at either the local police department under police supervision or a local Friend medical facility;
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Friend Public School buses.
14. 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.

15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
16. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such a one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the 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.

The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

#### **Section 4            Reporting Student Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Friend Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - Knowingly possessing illegal drugs or alcohol.
  - Assault.
  - Vandalism resulting in significant property damage.
  - Theft of school or personal property of a significant nature.
  - Automobile accident.
  - Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

### **Section 5 Due Process Procedure**

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written

notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

- (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
  6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
  7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

#### Hearing Procedure:

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

the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Friend Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative,

the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

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

## **Section 6 Additional Student Rules**

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

### Discipline Process:

The Discipline Process is a listing of general school rules (exceptions of student behavior) and consequences. This list is not all inclusive; however, the Discipline Process addresses student behavior that interferes with their own and other's education.

Levels of Infractions: The level at which a student enters the discipline process is dependent upon the circumstances which may include a student's prior conduct, responses to prior consequences, student's attitude, and effect of student's conduct on the school and others. The following is a list of infractions and the level at which each enters the due process system. "Please note: This list is NOT all inclusive.

LEVEL I Consequences for the following infractions listed below will be determined by the principal.

1. Plagiarism or dishonesty
2. Public displays of affection
3. Classroom misconduct
4. Disrespect for others, including their property
5. Eating food/candy
6. Possessing food or drinks (other than in the cafeteria at an allowable time/circumstance)
7. Inappropriate behavior at school sanctioned events
8. Cheating (resulting in a zero for the assignment)
9. Nuisance items (radios, tape players, pagers, sun glasses, etc.)
10. Hallway misconduct
11. Locker violation
12. Snowballing

LEVEL II Consequences for the following infractions listed below will be determined by the principal.

1. Hall pass violations
  2. Excessive tardiness
  3. Unexcused absences
  4. Disrespect for school or other individual's property (student will be required to pay replacement costs or repair)
  5. Cafeteria misconduct
  6. Misuse of car/parking lot violations
  7. Cursing/abusive language
  8. Insubordination
  9. Gambling
  10. Behavior which interferes with class work or other school activities
  11. Violation of dress code
  12. Stealing of property or theft
  13. Possession of pictures or drawings which are obscene or derogatory to any school employee or student
  14. Open campus violation during the lunch break
  15. Hazing/initiations
  16. Truancy
  17. Harassment and Bullying
- \*The list is NOT all inclusive**

LEVEL III Consequences for the following infractions listed below will be determined by the principal. Cursing/abusive language/vulgar gestures

1. Destruction of school or other individual's property (students will be required to pay for the repair or replacement of such property).
2. Possession of or under the influence of tobacco products, alcohol, illegal drugs or imitation controlled substances or vaping products. (First offense the vape will be handed over to the police, second offense a citation will be issued from the police)
3. Stealing or attempting to steal property of substantial value.
4. Vandalism (criminal acts).
5. Causing or attempting to cause personal injury to any school employee, volunteer, or student.
6. Use of violence, force, coercion, threat, intimidation or similar conduct which interferes with the purpose of school.
7. Knowingly possessing, handling, or transmitting, a weapon.
8. Public indecency.
9. Harassment of any student or school employee.
10. Repeated violation of any rules as outlined in the Student Handbook or established by School Administrators or Board of Education.
11. Engaging in activity which constitutes a threat to himself, herself and others or interferes with school purposes.
12. Sexual assault or attempted sexual assault.
13. Disrespect for any or all school employees.
14. Chronic absenteeism, tardiness, or truancy.
15. Unsportsmanlike activity.
16. Hazing/initiations.
17. Harassment and Bullying.

**\*The above list is NOT all inclusive.**

### **Section 7 Harassment and Bullying**

Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department.

### **Section 8 Hazing – Initiations**

It shall be considered unlawful for any student, either individually or collectively, to engage in any hazing, initiation prank, practical joke, trick or other mischievous conduct, either malicious or otherwise, involving another student of this school or any other school, or related to inter-school rivalry or directed against or affecting any person whomsoever, including teachers, school employees, parents, and members of the public at large, and regardless of whether such activity be conducted on school premises or off school premises, or within boundaries of the school district or outside such boundaries or during or after school hours. This regulation is for the protection of persons and property and will be strictly enforced. Violation will be grounds for disciplinary measures commensurate with the offense, including expulsion.

## **Section 9 Class Conduct**

This shall be based on mutual respect for each person's individual rights. The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, desks, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

## **Section 10 Dismissal From Class or Activity**

Any student sent from the class or activity for misconduct must report directly to the principal's office. **This is an automatic detention for getting sent to the office. If the student refuses to follow the teacher's request, it will be construed as insubordination and he/she will be suspended according to the handbook.**

## **Section 11 School Detentions**

Administrators, teachers and paraprofessionals have the authority to detain students after school or require students to arrive at school early for extra help or for disciplinary action.

- 1. Monday Afternoon Detention: 3:30 pm to 4:00 pm (30 minutes)**
- 2. Tuesday Afternoon Detention: 3:30 pm to 4:00pm (30 minutes)**
- 3. Wednesday Afternoon Detention: 3:30 pm to 4:00 pm (30 minutes)**
- 4. Thursday Afternoon Detention: 3:30 pm to 4:00 pm (30 minutes)**
- 5. Friday Afternoon Detention: NONE**

Failure to serve assigned detention or arriving late to a detention will result in a doubling of the time assigned. Students who skip detention will have their time doubled. If they skip again then the consequence is ISS (In School Suspension) or OSS (Out of School Suspension). Students who receive detentions will serve them on the day they were issued. If there are extenuating circumstances, administration may arrange a different date. Make-up work and duration during the suspension time will be addressed as previously outlined in section "Procedure to be followed for short-term suspensions."

## **Section 12 Substitute Teachers**

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

### **Section 13 Dress Code**

Students at Friend Public School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. **This applies to all home and away events that are school related, even as a fan or spectator. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:**

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps - straps less than 1", "tarzan" shirts, mesh, sagging pants); shorts or skirts (clothing) must cover a student's leg to the point where the students' finger tips down at their side is the "highest" the skirt or short can be;
2. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
4. Head wear including hats, caps, bandannas, hoods, and scarves;
5. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.
6. Jeans or pants with holes above the kneecap that expose skin are unacceptable.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code the student will receive an office referral and will be required to change the clothing. The student may call home for proper apparel or the school will provide a t-shirt, sweatshirt, or sweat pants, etc. If the student will not change the clothing, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. This may include a phone call to a parent, after school detention, suspension, or expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

### **Section 14 Electronic Devices**

- a. Philosophy and Purpose. Friend Public School strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning

environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

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

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time during the catwalk time, during passing periods, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use

of a camera during a photography class; student use of a laptop computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

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

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

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

The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

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

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

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

g. Responsibility for Electronic Devices.

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

not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department. Students are encouraged to report bullying in a timely manner to a trusted adult.
- (4) Inappropriate Public Displays of Affection (IPDA): Displays of affection are not acceptable behavior in the school building. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Discipline action taken includes detentions, or other consequences deemed necessary.
- (5) Network, E-Mail, Internet and Other Computer Use Rules:  
General Rules:
  - (i) 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 permission is required for student use. Access for all staff and students is a privilege and not a right.
  - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
  - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

- (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
  
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
  - (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. 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.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.
  
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

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

## **7- Risks of Social Networking (Social Media)**

- **Check Your Privacy Settings:** In most cases, the default privacy settings will give your posts the most public exposure which can be very dangerous.
  - Keep your social profile strictly private, the best settings are where only friends can see what you post because you never really know who your friends are friends with online
  - Avoid using location services like Foursquare and disable location services on Facebook, Instagram, Twitter, etc. when posting photos. It's cool, sure... but it's not necessary and the risk is greater than the reward.
- **Be Cautious of Friend Requests:** Play it safe and only accept friend requests from friends in the real world. Fake profiles are also created for cyber bullying. When a new friend request comes in, and you think you know the person, be sure to check their profile first and see if anything looks fishy.
  - If you do meet somebody new online, never agree to meet them off line.
  - If somebody you met online sends or requests provocative pictures, tell an adult. You have to approach online friends (who you don't know in the real world) as a potential predator because even if it feels like you know them, you really don't know who they are.
- **Think Before You Post:**
  - Limit personal contact information in your profile and posts. Never give away your phone number or address.
  - Keep private information private. If you want to share information with a friend, do it directly by phone or text.
  - Think first before you post what you are thinking or feeling. Even though you can delete something (a post, picture, comment, etc.) you can never permanently erase something that has been published on the internet.

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

### **Section 1 Activity Eligibility Requirements**

The Friend Public School will follow the requirements as set forth by the Nebraska School Activities Association for student participation in extracurricular activities. The student must have successfully received credit for 20 semester hours of work the previous semester (Nebraska School Activities Association rule) Students ineligible to participate in the extra-curricular event will nevertheless attend all practice sessions.

An activity is defined as an appearance by an individual or group before the public as a representative of Friend Public School. Exceptions are graded performances, such as winter/spring vocal and instrumental music concerts.

### **Academic Eligibility Requirements Grades 7-12**

Grades in all subjects, including non-core classes, will be reported by 9:00 each Monday morning, beginning the third week of each quarter (in a week grading period).

At that time, two lists are created and shared with all teachers, coaches, sponsors, and administrators. The **down list** includes students who have a grade of D+, D, or D- (70% to 76%) in any class. The **failing list** includes students who have a grade of F in any class (69% or lower). Quarter grades are used to determine these lists.

Any student who is failing two or more classes will be deemed ineligible, which means that student may not participate in extracurricular activities from that Tuesday through the following Monday. If the student's grades have been raised to passing, he/she will regain eligibility on the following Tuesday morning.

A letter is sent home to the parent(s)/guardian(s) of any student whose name is on the down list, failing list, and/or is deemed ineligible.

Students are encouraged to check PowerSchool daily to remain aware of their grades. It is emphasized that it is the responsibility of the **student** to go to the teacher and determine how he or she can best improve his/her grade.

## **Section 2 Participation Fee**

Students in grades 7 – 12 will pay a \$30.00 participation fee **prior** to their participation in athletics or activities each school year. This fee will help offset the rising costs of operating the activities budget. Each student will pay the \$30.00 fee just once (i.e. if a student is out for more than one activity they only pay the participation fee once). The student will receive an activities pass, which will allow them free entrance into all regular season home contests for every sport all year. No family will pay more than \$100.00.

## **Section 3 Warning for Participants & Parents**

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

## **Section 4 Rules of Conduct**

Participation in school sponsored activities at Friend Junior-Senior High School is a privilege and not a right. Coaches will determine the selection of team members and the playing time for each member of the team. In addition, student participation in activities is subject to the regulations listed below. Since each activity is unique in nature, regulations and penalties in paragraphs A, B, and C shall be designated in writing by the respective coach or sponsor.

Student conduct subject to these rules includes conduct both on and off school grounds. (If the conduct occurs on school grounds, at a school activity or event, or in a school vehicle, the student may also be subject to further discipline under the general student Discipline Code). Student conduct subject to these rules includes conduct occurring at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. Upon the first official starting date for fall activities as established by the NSAA, a student is advanced to the next grade level, i.e. an 8<sup>th</sup> grade student becomes a 9<sup>th</sup> grader.

Honesty and forthrightness – All students are expected to be honest and forthright with school officials. In the event the activity sponsor or coach or any school administrator asks a student for information pertaining to compliance (or lack of compliance) by the participant or other participants with the rules, standards, guidelines, or eligibility conditions for participation in activities, the participant is expected to fully, completely, and honestly provide the information.

## **Section 5      Activity Regulations**

The following regulations apply to all students who participate in any school sponsored activity while attending Friend Junior-Senior High School. It is important that you become completely familiar with these rules, and above all, abide by them.

- A. Hours - Due to the schedule and nature of the various sports, curfews and penalties will be established by each head coach, distributed in writing to the parents or guardians of each participant and filed with the Athletic Director.
- B. Attending practice - Participants are expected to attend all practice sessions. If a participant has a valid excuse for missing a practice, it is his/her responsibility to contact the coach or sponsor. An athlete will be allowed NO UNEXCUSED ABSENCES. Penalties shall be designated in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- C. Appearance and conduct - Participants will appear for activities with proper attire and conduct themselves properly. Hair will be groomed in a manner that will not interfere with the performance of the participant in that sport or activity. Requirements and penalties concerning each of the above shall be outlined in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- D. Academic eligibility - Students are required to pass **20** credit hours in the previous semester per NSAA rules, and meet the criteria in the Student Handbook in the section entitled, "Activity Eligibility Requirements."
- E. Alcohol, tobacco, and illegal drugs – The use, consumption or possession of alcohol, tobacco, or illegal drugs by students will not be permitted at any time, either in or out of school. For purposes of this policy, "use" or "consumption" includes ingesting, inhaling, injecting, or drinking the prohibited substances, and the term "possession" includes purchasing, selling, holding, or carrying of the prohibited substances (except carrying in unopened cartons at the specific direction of a responsible adult). **This shall include E-cigarettes and any/all synthetic drugs (i.e. K-2) and vaping products.**
- F. Conduct under student discipline code – Any conduct that occurs on or off school which, if committed on school grounds would be a violation of the Student Discipline Code shall be grounds for disciplinary action. Conduct involving the causing of personal injury to

another, sexual assault or lewd behavior, or theft or damage to property, shall be grounds for disciplinary action even if such conduct does not involve a school staff member or fellow student, or school property. A criminal citation on charge issued by any law enforcement agency or court, or a filing in a Juvenile Court for conduct which would constitute a criminal offense, shall be grounds for disciplinary action and provided that school officials determine that facts exist to support such citation, charge, or filing.

*Cumulative Nature:* Rule violations ("E" and "F" in the preceding section) are cumulative in nature. Students in grades 7 - 8 accumulate rule violations with the consequences as outlined below. Thereafter, students in grades 9 - 12 with any rule violations in grades 7 and/or 8 will have those waived and enter grade 9 without any violations. Students in grades 9 - 12 accumulate rule violations with the consequences as outlined below.

## **Section 6      Disciplinary Action**

Note: The sanctions outlined below are applicable as written, provided the student self-reports his/her violation of Drug, Alcohol, and Tobacco Standards to the building principal or activities director within 2 calendar days of being confronted by law enforcement personnel or a staff member about their conduct. FAILURE TO SELF-REPORT WITHIN THE TWO CALENDAR DAYS TIMEFRAME WILL AUTOMATICALLY DOUBLE THE SUSPENSION FROM PARTICIPATING/ATTENDING EXTRACURRICULAR ACTIVITIES.

Definition of a school day. A school day for the purpose of the following sanctions is defined as a day in which academic instruction takes place.

First Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for 20 school days. The student must continue to attend and participate in all practices during the suspension in order to meet the conditions of the violation sanctions; otherwise, the sanctions will continue to be in effect and future participation will be curtailed. District Administration will have final authority in all judgment decisions concerning conduct sanctions. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

Second Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for 30 school days. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

Third Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for 90 school days. The student must continue to attend and participate in all practices during the suspension in order to meet the conditions of the violation sanctions; otherwise, the sanctions will continue to be in effect and future participation will be curtailed. District Administration will have final authority in all judgment decisions concerning conduct

sanctions. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

Fourth or More Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for one calendar year from the date of most current violation discovery.

**If a student violates the Drug, Alcohol and Tobacco standards while attending/participating on a school sponsored activity (i.e – Senior Trip, state/national FCCLA, state/national FFA, etc), additional sanctions shall include:**

- **Automatic thirty (30) school day suspension from all school activities;**
- **If a senior in high school – participation in the graduation ceremony is revoked.**

For a second violation that occurs during the same school year, the penalty will be doubled.

Note Also: This Conduct Sanctions for Violation of Drug, Alcohol and Tobacco Standards is supplemental to the Proper Conduct For All Students section of the student handbook, and any action taken as outlined in the Conduct Sanctions for Violation of Drug, Alcohol and Tobacco Standards may be in addition to any other corrective action taken.

**Note especially that students who violate the Drug, Alcohol, and Tobacco Standards will not be nominated or assigned or be eligible for any post-season honors, nor will his/her name be submitted for any post-season honors during the season in which the violation occurs. Awards gained by actual competition (medals) or awards received prior to the violation would not be retractable. A violation would not affect awards during other sports seasons (year-long). Note also that for violators of these standards that any elected or appointed student positions of leadership or honor will be revoked including, but limited to: homecoming or prom royalty; membership in National Honor Society; FFA/FCCLA leadership role, etc. Violation of these standards may affect the eligibility of a student to receive an activity letter if suspension from participation results in failure to meet the lettering criteria of the activity.**

**Carry-over consequences for violations that occur when there are fewer days and/or activities in the school year than the consequences call for will carry over to the next school year. For example, if the suspension is for 30 days but there are only 20 days left in the school year, the suspension will carry over for 10 days into the next school year.**

Students Who Do Not Participate in Extracurricular Activities: Students who do not participate in extracurricular activities yet violate the Drug, Alcohol and Tobacco Standards will be restricted from attending all home school activities for the same suspension time frame imposed upon participants.

Special Regulations by Extracurricular Activity Coach/Sponsor:

A coach or sponsor may require additional standards, which are applicable to a certain sport, or activity, provided the standards are approved by the Activities Director and are communicated in written form to the students and their parents before the particular activity begins.

## **Section 7      Due Process**

“Due Process” is a procedure which the course of law recognizes as a necessary part of any rules and regulations. “Due Process” furthermore, and of primary importance, recognizes the rights of the individual since it outlines his recourse in the event he feels a wrong decision has been made. The “Due Process” steps outlined hereafter are the procedures for a student and his/her parents to follow in appealing decisions relating to eligibility. It should be understood that students and parents who wish to appeal will be expected to follow the “Due Process” steps in the event legal action would be initiated at some later date.

- A. After a ruling of ineligibility resulting in suspension from activities has been made by the principal or activities director, the principal shall formalize the ineligibility decision in writing, outlining the specific details relating to (a) the violation or infraction, (b) the date of violation or infraction, (c) the period of suspension, and (d) any other pertinent information. The letter may be delivered by hand delivery or by regular mail, or by posting the letter in an envelope on the door of the residence of the parents or legal guardian as reflected in school records.
- B. Upon receipt of the ineligibility ruling a student and/or his/her parents may formally appeal the decision in writing to the principal provided an appeal is received within 5 calendar days from receipt of the letter outlining the suspension. The suspension will remain in effect during the period of appeal.
- C. After a request for an appeal has been received by the Principal, a hearing shall be held before the Superintendent or Superintendent's designee. The hearing shall be an informal hearing. The Superintendent or Superintendent's designee (or the Board of Education, in the case of a Board appeal hearing under Section D) shall have the right to determine and control the procedures to be used at the hearing. The hearing date shall be determined by the Superintendent or Superintendent's designee, but such hearing shall be held if practical no later than 7 school days after the receipt of the request for hearing. Present at the hearing, in addition to the Superintendent or Superintendent's designee, shall be the student and the parents and, if a rule relating to a specific activity is involved, the head coach or sponsor of that activity.
  1. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
  2. The decision of the Superintendent or Superintendent's designee shall be made in writing and be delivered to the parent or legal guardian
- D. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Superintendent must receive in writing a request for such a second hearing before the Board of Education within 5 calendar days after delivery of the decision of the Superintendent or Superintendent's designee to the parent or legal guardian.

NOTE: provisions as outlined in letter C above, including items 1 and 2 will be applicable relating to the second hearing.

- E. The provisions as outlined above shall be the sole and exclusive remedy for appeal from the rulings referred to in Paragraph A.

### **Section 8 Physical Examinations**

Any student in grades 7-12 participating in athletics at Friend must have a physical examination by a licensed physician. This is an NSAA regulation. The expense of physical examinations shall be the responsibility of the parent or guardian.

### **Section 9 Team Selection and Playing Time**

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

A. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

B. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 10 Lettering Requirements**

The first time a student letters in any sport/activity he/she will receive an official “F” emblem and a certificate, after that he/she will receive a certificate only. Specific lettering requirements are included in each activities handbook, please refer to those.

#### **. Music/Fine Arts=Lettering**

In a sport or ensemble is an honor and it is earned! In order to receive a letter, you must participate in the ensemble both semesters and have no unexcused absences from required concerts, competitions, and events. You will also be required to accumulate 10 points prior to April 15th. You will get three points for performing a solo, this can be a volunteer event singing the National Anthem or performing at District Music contest, or Participating in an honor festival. Two points will be given for small group performances such as a quartet singing the National Anthem or brass quintet performing at District Music Contest. One point will be awarded to those who attend a live performance such as another school's concert, All-State Concerts and even rehearsals when approved by Miss Daudt, A concert at Pinnacle Bank Arena or the Lied Center, etc..These are not the only possibilities (others can be approved), the goal is to immerse yourself in different forms of music to broaden your understanding and appreciate music in new ways. In order to get the points, you must either take a "selfie" at the event, turn in the program with your signature on the back, or write a half a page reflection on why

you did or did not enjoy it and what you saw/learned using specific details pertaining to the event. You are responsible for turning in your points as you go.

3. Meeting the above requirements makes one eligible, but does not automatically constitute lettering. The awarding of all letters will be at the head coach's discretion.
4. A coach or sponsor may letter a participant if in his/her opinion positive extenuating circumstances exist to justify this action.

### **Section 11 Activities/Field Trip Transportation**

Students participating as a team, squad member and/or class field trip are required to ride school transportation to and from the school activity. A coach or sponsor may make allowances to this procedure if the circumstances prove to be beyond the control of the student and the parent(s) of the student is in contact with the coach. It is the practice of Friend Public School to release students only to parents after the school activity with written parent permission.

### **Section 12 Pep Rallies**

Pep Rallies shall be limited to 1 per week unless special permission is obtained from the Superintendent or Principal. All students are expected to attend the pep rally unless they have obtained permission in advance from a faculty member.

### **Section 13 School Activities**

All organizational affairs, such as dances, must have sponsors present and must be preapproved by administration 30 days prior to the dance. All events are approved and scheduled through the Principal's office. All rules and procedures as outlined in the Friend Jr.-Sr. High School student handbook apply. In addition to the handbook rules, the following rules apply:

1. Out of town dates for dances must be signed up in advance in the main office. All out of town dates must have a dance permission form filled out by their own schools administration. Dates that are not signed up and/or who have not filled out the proper paperwork will not be admitted. Allowed to bring one guest under the age of 21.
1. Students may not enter the dance after the "posted" time. This is usually 30 - 45 minutes after the dance begins. Students may not leave and re-enter the dance.
2. Dances will end no later than 12:00 midnight.

### **Section 14 Student Council**

Any student in grades 9-12 can apply to become a member. Students that have served on the Student Council for at least one year are eligible to apply and interview for any officer position except for president. To apply for president, a student must have served on the Student Council for 2 years and have previously held an officer position. The sponsors will appoint officers once the interview process has been completed.

## **Article 10 - State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

Friend Public School does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected

status in the admission, access to its facilities or programs or activities, treatment, or employment.

**Section 2 Designation of Coordinators**

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

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

The Coordinator may be contacted at: Friend Public School, 501 Main Street, Friend NE 68359-402-947-2781

**Section 3 Anti-discrimination & Harassment Policy**

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

Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

#### Complaint and Grievance Procedures:

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent

of Friend Public School. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

#### **Section 4      Multicultural Policy**

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

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

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

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

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

## **Section 6 Notification of Rights Under FERPA**

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

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

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

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

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

#### **Notice Concerning Directory Information**

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

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

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

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

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

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

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

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

**Section 7 Notice Concerning Disclosure of Student Recruiting Information**

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

**Section 8 Notice Concerning Staff Qualifications**

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been

taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Section 9 Student Privacy Protection Policy**

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

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

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

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

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or

required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

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

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

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

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

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

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

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

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

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

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

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 10 Parental Involvement Policies**

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

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

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

11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

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

The District's Title I Parental Involvement Policy is established in compliance with the ESSA. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

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

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

6. Involving parents in the activities of the schools served under Title I.

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

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

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic

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

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

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

## **Section 11 Homeless Students Policy**

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

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

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

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

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

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

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

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

## **Section 12 Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program

information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

[1400 Independence Avenue, SW](#)

[Washington, D.C. 20250-9410](#)

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, it agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.

5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - A publicly-announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced

price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

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

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