

# Maywood Public Schools

## 2019-20 Student - Parent Handbook

### *Table of Contents*

<b>Foreword</b>		
Section 1	Board of Education	Page 5
Section 2	Administrative Staff	Page 5
Section 3	Teaching Staff	Page 5
Section 4	Support Staff	Page 5
<b>Article 1 - Mission and Goals</b>		
Section 1	School Mission Statement and Welcome Letter	Page 6
Section 2	Intent of Handbook	Page 7
Section 3	Non-Discrimination Statement	Page 7
Section 4	Mutual Respect	Page 7
Section 5	Complaint Procedure	Page 7
Section 6	Notice of Policy on Opting Out of Assessments	Page 10
<b>Article 2 - School Day</b>		
Section 1	Daily Schedule	Page 10
Section 2	Severe Weather and School Cancellations	Page 10
Section 3	Closed Campus	Page 10
Section 4	Building Entry and Movement	Page 10
Section 6	Signing Out	Page 11
<b>Article 3 - Use of Building and Grounds</b>		
Section 1	Visitors	Page 11
Section 2	Parking of Cars	Page 11
Section 3	Smoke-Free Environment	Page 11
Section 4	Care of School Property	Page 11
Section 5	Lockers	Page 11
Section 6	Searches of Lockers and Other Searches	Page 11
Section 7	Video Surveillance	Page 12
Section 8	Use of Telephone	Page 12
Section 9	Copy Machine	Page 12
Section 10	Student Valuables	Page 12
Section 11	Lost and Found	Page 12
Section 12	Accidents	Page 12
Section 13	Insurance	Page 12
Section 14	Announcements	Page 12

**Article 4 - Attendance**

Section 1	Attendance	Page 13
Section 2	Excused & Unexcused Absences	Page 13
Section 3	Tardiness	Page 14
Section 4	Make-Up Work	Page 14
Section 5	Attendance Is Required to Participate in Activities	Page 14
Section 6	College Visitations	Page 14

**Article 5 - Scholastic Achievement**

Section 1	Grading System	Page 14
Section 2	GPA Calculation	Page 14
Section 3	Graduation Requirements	Page 15
Section 4	Incompletes at Semester	Page 15
Section 5	Report Cards and Progress Reports	Page 15
Section 6	Junior High Requirements	Page 15
Section 7	Parent Teacher Conferences	Page 16
Section 8	Honor Roll	Page 16
Section 9	Drop and Add Classes	Page 16
Section 10	Academic Integrity/Plagiarism	Page 16
Section 11	9 <sup>th</sup> Hour	Page 16

**Article 6 - Support Services**

Section 1	Parental Involvement	Page 17
Section 2	Rights of Custodial & Non-Custodial Parents	Page 17
Section 3	Special Education Services	Page 18
Section 4	Students with Disabilities: Section 504	Page 19
Section 5	Guidance Services	Page 19
Section 6	Student Assessment Team (SAT)	Page 20
Section 7	Health Services	Page 20
Section 8	Threat Assessment Team & Response	Page 22
Section 9	Student-Created Documents Stored on School Servers or School Accounts	Page 22

**Article 7 - Transportation Services**

Section 1	Transportation to School	Page 23
Section 2	Bus Regulations	Page 23
Section 3	Transportation to Activities	Page 24

**Article 8 - Drugs, Alcohol, and Tobacco**

Section 1	Drug-Free School	Page 25
Section 2	Standards of Student Conduct Pertaining to Drugs, Alcohol, and Tobacco	Page 25
Section 3	Disciplinary Sanctions	Page 25

<b>Article 9 - Student Conduct Rules</b>		
Section 1	General Discipline Philosophy	Page 25
Section 2	Forms of School Discipline	Page 25
	Short-Term Suspension	Page 26
	Long-Term Suspension	Page 27
	Expulsions	Page 27
Section 3	Purpose of Student Conduct Rules	Page 30
	Forms of School Discipline	Page 30
	Student Conduct Expectations	Page 32
	Student Appearance	Page 34
	Cell Phones and Other Electronic Devices	Page 35
	Harassment and Bullying Policy	Page 35
	Inappropriate Public Displays of Affection	Page 36
	Specific Rule Items	Page 36
Section 4	Reporting Student Law Violations	Page 36
	Protection of Student Rights	Page 37
	Child Abuse and Neglect	Page 37

<b>Article 10 - Technology User Agreement</b>		
Section 1	Chromebook Loan Agreement	Page 37
Section 2	Taking Care of Your Chromebook & General Precautions	Page 38
Section 3	Acceptable and Responsible Use Guidelines	Page 39
Section 4	Warranty	Page 41
Section 5	Offenses & Consequences	Page 41
Section 6	Frequently Asked Questions	Page 42

<b>Article 11 - Maywood Public School Media Center</b>		
Section 1	Mission Statement	Page 43
Section 2	Procedures	Page 43

<b>Article 12 - Activities Guidelines</b>		
Section 1	Philosophy and Purpose	Page 44
Section 2	Organizations at Maywood Public School	Page 44
Section 3	Competitive Athletic Programs	Page 45
Section 4	Clubs and Activities	Page 45
Section 5	Activity Eligibility for High School	Page 45
Section 6	Maywood Academic Policy for Activities	Page 46
Section 7	Athletic Eligibility for College	Page 47
Section 8	NSAA Participation Consent Form	Page 47
Section 9	Guidelines, Regulations, Practices, and Requirements	Page 47
Section 10	Activity Participation Guidelines	Page 48
	Alcohol, Controlled Substance, Tobacco, and Unlawful Acts Violation	Page 50
Section 11	Equipment and Use of Equipment	Page 52
Section 12	Pictures	Page 52
Section 13	Injuries	Page 52

Section 14	School Dance Regulations	Page 52
Section 15	Yearbook Editorial Policy	Page 52

<b>Article 13 - State and Federal Programs</b>		
Section 1	Notice of Nondiscrimination	Page 53
Section 2	Designation of Coordinators	Page 54
Section 3	Anti-discrimination and Harassment Policy	Page 54
Section 4	Multicultural Policy	Page 55
Section 5	English Language Learners	Page 55
Section 6	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	Page 56
Section 7	Notification of Rights under FERPA & Directory and Non-Directory Information	Page 58
Section 8	Notice Concerning Designation of Law Enforcement Unit	Page 58
Section 9	Notice Concerning Staff Qualifications	Page 58
Section 10	Student Privacy Protection Policy	Page 58
Section 11	Parental Involvement Policies	Page 61
Section 12	Homeless Students Policy	Page 61
Section 13	Lunch Program	Page 62
Section 14	Asbestos Management	Page 62
Section 15	Student Fees	Page 62
Section 16	School Meal Program and Meal Charges	Page 65

**SIGNATURE PAGES THAT WILL NEED TO BE SIGNED AND RETURNED TO SCHOOL FOR ALL STUDENTS IN GRADES PreK – 12<sup>TH</sup> GRADE**

1. Sharing Information with Other Programs-Optional (PreK-12<sup>th</sup> Grade)
2. Parental Authorization & Release Form – Administration of Prescription & Non Prescription Drugs to Students
3. Emergency Information
4. 2019-20 Maywood Public Schools Chromebook Loan & User Agreement (Chromebook Loan refers to 9<sup>th</sup>-12<sup>th</sup> Students)
5. Agreement Statements

## Foreword

### Section 1 Members of the Board of Education

Russ Gerlach - President

Sheri Hartley – Vice President

Dallas Farr

Marty Schurr - Secretary

Shawn Moore

Brett Wood - Treasurer

### Section 2 Administrative Staff

Jason Brown

Lucas McCain

Superintendent

PreK-12 Principal/Activities Director

### Section 3 Teaching Staff

Janice Arent

Vicky Armstrong

Patricia Bauer

Cindy Bollish

Abigail Brown

Robyn Carey

Shyanne Foster

Emily Garrison-Lenz

Kolby Hamilton

Mark Heaton

Nicholas High

Caitlyn Jacobson

Ashia Love

Rachel Peers

Sandra Pospisil

Brenda Roelfs

Ashley Ryan

Alicia Shirley

Cameron Sonnenfeld

Kim Stengel

Whitney van Zyl

Benjamin Weyeneth

Business

Agriculture Education

Middle School

4<sup>th</sup> Grade

English

Media/Integration Specialist

Art

Special Education/Title I

Social Studies/Athletic Director

Spanish

Physical Education

2<sup>nd</sup> Grade

Kindergarten

5<sup>th</sup> Grade

Mathematics

Preschool

3<sup>rd</sup> Grade

1<sup>st</sup> Grade

Science

Guidance

Music

Industrial Technology

### Section 4 Support Staff

Dona Bruns

Kenneth Delso

Gordon Duval

Lisa Gerlach

Rick Gilmore

Brooke Hatfield

Mark Heaton

Megan Hejtmanek

Donna Kilzer-Fischer

David McMurtry

Jerry Mullen

Lorraine Mullen

Gwen Peterka

Mary Tropf

Annette Wood

Troy Werkmeister

Bus Driver

Custodian

Bus Driver

Secretary

Head Custodian, Maintenance, and Transportation

Administrative Assistant

Bus Driver

School Nurse

Assistant Cook

Custodian

Bus Driver

Head Cook

Paraprofessional

Pre-School Paraprofessional

Bus Driver

Bus Driver

## Article 1 – Mission and Goals

### Section 1 School Mission Statement

*“Striving for Excellence, Achieving Success”*

### **WELCOME**

Dear Students and School Families:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook which you must read, sign and return no later than Monday, August 19<sup>th</sup> 2019.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

*Jason Brown,*  
Superintendent

## **Section 2 Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Section 3 Notice of Non-Discrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Jason Brown  
Title: Superintendent  
Address: 1 Tiger Dr. Maywood NE, 69038  
Telephone: 308-362-4223  
E-mail: [jason.brown@maywoodtigers.org](mailto:jason.brown@maywoodtigers.org)

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

## **Section 4 Mutual Respect**

Maywood 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 5 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.



5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504

Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section .

## Section 6 Notice of Policy on Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at the office of the Superintendent at #1 Tiger Drive, Maywood, Nebraska.

# Article 2 - School Day

## Section 1 Daily Schedule

<i>Monday - Thursday Schedule</i>	
1st Period	8:00-8:50
2nd Period	8:53-9:42
3rd Period	9:45-10:34
4th Period	10:37-11:26
5th Period	11:29-12:18
Lunch	12:18-12:48
6th Period	12:50-1:39
7th Period	1:42-2:31
8th Period	2:34-3:23
Homeroom	3:23-3:45

<i>Friday Schedule</i>	
1st Period	8:00-8:45
2nd Period	8:48-9:30
3rd Period	9:33-10:15
4th Period	10:18-11:00
5th Period	11:03-11:45
6th Period	11:48-12:30
Lunch	12:30-1:00
7th Period	1:02-1:45
8th Period	1:48-2:30

## Section 2 Severe Weather and School Cancellations

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on local radio and television stations and contact parents through Blackboard and Social Media accounts. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

## Section 3 Closed Campus

Maywood Public School operates under a closed-campus policy. Students are not allowed to leave the building during the school day, 8:00 a.m. until 3:45 p.m., without permission of a student's parents or legal guardians and the administration. Some exceptions may be made to this under administrative discretion.

## Section 4 Building Entry and Movement

Students involved in special activities before 7:30 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. During school time, student may be permitted to leave a classroom for specific purposes

with permission of the instructor. A pass signed by the instructor, from the Student Plan Book, is required. Failure to follow guidelines may result in the loss of privileges or disciplinary action.

## **Section 5      Signing Out of the Building**

Students are expected to sign in and out of the building if not arriving or leaving at the usual times. Failure to do so may result in disciplinary actions. Only personnel in the Office may grant permission to leave the building if there has not been a contact from parents or guardians.

# **Article 3 - Use of Buildings and Grounds**

## **Section 1      Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Visits by students from other schools are discouraged and must be approved in advance by the administration.

## **Section 2      Parking of Cars**

Students may park in any parking stall except those reserved for school employees, guests, buses and persons with handicaps. Students will be informed of their designated parking areas. Vehicles in the school parking lot may be moved during school hours only with permission from the administration. Students whose parents have contacted the office either by phone or a note will be given permission to move their vehicles.

## **Section 3      Drug-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.

## **Section 4      Care of School Property**

Maywood Public School allows students to use school owned property throughout the educational process. Some of the equipment/property includes, but is not limited to, textbooks, calculators, computers, science lab equipment, or shop tools. Because students are allowed to use school owned equipment/property, they are responsible for its care and condition. If school owned equipment/property is lost, stolen, or damaged while used by or on loan to a student, that student will be required to reimburse the school the amount of any replacement/repair costs.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

## **Section 5      Lockers**

All students will be assigned a hallway locker in which to keep their materials. Lockers will be assigned to students by the Office and are not to be changed without permission from the Office. The school is not responsible for items stored in lockers. Students should report any locker damage to the Office.

## **Section 6      Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The assistance of law enforcement and their resources may be utilized by school staff. The school also reserves the right to utilize breathalyzers or other such equipment prior to admittance to any school function at which the administration has concerns about the use of alcohol.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

## **Section 7 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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student’s disability or are required by the student’s Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

## **Section 8 Use of Telephone**

The school’s telephone may be used only with permission of staff.

## **Section 9 Copy Machine**

Students that need copies made of materials that are not authorized by a staff member will pay \$.10 per copy.

## **Section 10 Student Valuables**

Students, not the school, are responsible for their personal belongings on or in any school owned 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 and 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 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Maywood Public Schools is not responsible for lost items.

## **Section 12 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 or his/her designee.

## **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requests 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    Announcements**

Teachers and/or students wanting information placed in the daily announcements must have the information in the office by 4:00 p.m. the preceding day. The sponsor of the group and/or the administration must approve all announcements concerning class meetings, pep rallies, organization meetings, or other items of interest. Items of questionable taste will not be printed.

# **Article 4 - Attendance**

## **Section 1        Attendance**

Regular and punctual student attendance is required. The Board's policies require such attendance and adhere to state law, Neb. Rev. Stat. §79-201. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Going to school is a full time job for all students. Regular and punctual attendance is an important factor to a student's success in school and later life. School is the basis for a student's reference or recommendation for a job or to higher educational institutions. A student's attendance in school will be a prime consideration when making such references.

Irregular attendance is the most frequent cause of a student's difficulties and failure in school. Parents can greatly aid the school in promoting good attendance if they will not ask to have their children excused except in cases of illness or emergency.

## **Section 2        Excused & Unexcused Absences**

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

### Excused Absences

Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An excused absence for any of the following reasons will be verified, provided the required procedures have been followed:

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

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

### Unexcused Absences

An absence which is not verified is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and will be required to serve detention time. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. §79-201 and is subject to disciplinary consequences. Students who leave assigned areas without permission during the school day will be considered truant.

When a student receives 10 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will schedule a meeting with parents/guardians to address barriers to attendance. The results of the meeting/s shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

## **Section 3        Tardiness**

Punctuality is an important quality for a student to possess if they wish to succeed in life. In the event that a student should come in

late for class without a written excuse signed by a teacher, he/she will be counted tardy. All students who are late to first period or the period after lunch are to report to the office.

The third time a student is tardy to school or class, a thirty (30) minute detention will be served. Each additional set of three (3) tardies will result in progressive disciplinary consequences.

#### **Section 4 Make-Up Work**

When a student in grades 7-12 has an excused absence due to an illness, time equal to that missed plus one (1) day will be allowed to turn in any makeup work. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test. Extended time for excused makeup work may be granted at the discretion of the teacher.

If a student is absent on the day of a test or other assigned work that was announced while the student was in school, the test or work must be made up on the day the student returns to school or at the teacher's convenience. When a student is aware of a scheduled test or assignment before an absence, the assignment or test will be handed in or taken on the scheduled day. Example: A test or assignment is announced on Monday for the following Friday. The student is then absent on Wednesday and Thursday. On the day the student returns (Friday), the test must be taken or the assignment handed in that day unless other arrangements have been made with the teacher.

#### **Section 5 Attendance Is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail. Students with unresolved Truant/Unverified periods on their record will not be allowed to participate in competitions, contests, performances or dances, but will be allowed to practice.

#### **Section 6 College Visitations**

Time is provided for visitations to college and tech schools; however, the school does not sponsor these trips or provide transportation. Seniors who follow the guidelines listed below will be allowed two (2) college visitations and not have the days missed counted against their attendance record. Juniors who follow the guidelines below will be allowed one (1) college visitation and not have the day missed counted against their attendance record.

1. The visit must be approved by the principal.
2. Students must provide evidence from the college that the trip was made.
3. Parents must notify the school twenty-four (24) hours in advance if the student plans to make one of these visits.
4. Parents are strongly encouraged to attend the college visitation with their son or daughter.

### **Article 5 - Scholastic Achievement**

#### **Section 1 Grading System**

Students will receive letter grades on report cards and transcripts. Each teacher will define the grading procedures to be used in their classes. The following scale will be used to assign letter grades and a grade point average from a percent:

<b>A</b>	<b>100-93</b>
<b>B</b>	<b>92-85</b>
<b>C</b>	<b>84-77</b>
<b>D</b>	<b>76-70</b>
<b>F</b>	<b>69 and Below</b>

#### **Section 2 GPA Calculation Policy**

1. All courses that are created to earn 5 credit hours per semester are included.
2.  $A = 4 / B = 3 / C = 2 / D = 1 / F = 0$
3. Satisfactory (S), Unsatisfactory (U), and Pass (P) grades are not included in GPA. Courses taken for college credit are not included.
4. Any course repeated is only counted once
5. Divide total points by number of courses taken

6. GPA's are calculated to the nearest hundredth.
7. There is no weighting of courses
8. Total GPA is reported unless otherwise specified.
9. Transcript does not change if course is retaken
10. Students with modified grades will not be included in class rank and GPA comparison. GPA's calculated on modified grades are not reported unless requested.

### Section 3 Graduation Requirements

Every student enrolled at Maywood Public School will have to meet the following graduation requirements prior to the commencement exercises in order to graduate:

1. Successfully completing 280 hours of credit of which 150 hours must be (classes in parentheses are required):

Subject Area	Minimum Credit Hours	Graduation Requirements
Language Arts	45 Credits	4 Years of English 1 Semester of Speech
Mathematics	30 Credits	1 Year of Algebra I
Social Studies	40 Credits	1 Year of American History 1 Year of American Government
Science	30 Credits	1 Year of Physical Science 1 Year of Biology
Physical Education	10 Credits	
Electives	150 Credits	

2. Satisfactory school check-out prior to the commencement exercises.
3. All classes, which meet five hours per week, will be considered a solid. Solid courses are ten hours of credit each year.
4. All courses offered are open to boys and girls.
5. Students who transfer from another school district after their 10<sup>th</sup> grade year who find it impossible to meet these graduation requirements may appeal, in writing to the administration for a review of their personal situation.
6. It is the primary responsibility of each individual student to make certain they register for the proper courses to meet graduation requirements. Consultation, regarding registering for classes, with the counselor and faculty is strongly recommended to all students. Students and parents are urged to discuss the student's class choices.
7. Students must register for 40 credit hours per semester, unless they are seniors with a work release contract.

### Section 4 Incompletes at Semester

Students receiving an incomplete at the end of each semester will have two (2) school weeks to make it up. After that time, the grades will be changed to an F unless arrangements have been made with the teacher.

### Section 5 Report Cards and Progress Reports

Report cards will be issued two (2) times throughout the year at the end of each semester. Progress Reports will also be sent home two (2) times during the school year at the midpoint of each semester.

### Section 6 Junior High Requirements

For students attending Maywood Public School to be promoted to grade nine (high school) from junior high school (grades seven and eight), he or she must successfully complete four semesters of English and four semesters of mathematics. He or she must also successfully complete a minimum of three semesters during the 7th and 8th grade years in science and social studies. A student may not fail two semesters of the same subject. Retention of any junior high school student shall be based on what best meets the needs of the student. Criteria for retention or promotion will be academic progress, academic potential, effort, and social needs of a student.

## **Section 7 Parent Teacher Conferences**

Parent-teacher conferences will be held during the 1st semester and during the 2nd semester. Refer to the school calendar for the schedule. Conferences with teachers, the counselor, or administration at any other time, are possible by calling the school office and making arrangements with the teachers.

## **Section 8 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor roll will be determined for 1st and 2nd Semesters. Students will be recognized accordingly. Students who receive three A's or more and B's for the semester will be on the A/B Honor Roll. Students with all A's will be on the Distinction Honor Roll for the semester. A student must carry 30 academic hours to qualify for Honor Roll. Pass (P) grades do not count towards Honor Roll.

## **Section 9 Drop and Add for Classes**

At the beginning of each semester will be a three (3) day drop and add period for the students to make changes in their schedule. Students will need to (1) pick up the drop and add form from the guidance counselor, (2) have the teacher from the class being dropped and the teacher from the added class sign the form, (3) have the parent/guardian sign the form, and (4) then have the Principal approve and sign the form for the change to be made complete.

## **Section 10 Academic Integrity**

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

## **Section 11 9<sup>th</sup> Hour**

If a student is given an assignment from their teacher, it is being used as a tool to assess your student to make sure he/she understands what it is they are being taught. If a student does not complete the work, there is no way for the teacher to effectively assess your child to know if they comprehend or the material needs to be retaught.

Due to this, all work assigned by the teacher will be completed. If a student does not have the assigned work done when it is due, the student will participate in our 9<sup>th</sup> Hour program. During that period the student and teacher will both make a call home to the parent/guardian to choose one of the following:

1. Stay after school until the work is complete but no later than 4:30 pm.
2. Take a waiver which explains the assignment and must come back the next day signed by the student and parent/guardian with the completed work.



If the student is not done with the assignment at 4:30 pm, the supervisor will call home to explain and send the waiver home with the assignment that needs to be completed for the next day and which must be signed by the student and parent/guardian. If the student chooses the waiver and does not complete the work, a phone call will be made to the parent/guardian, and the student will stay after school that day until it is complete. If the work is completed, but the waiver does not return and signed by both parties, a phone call will be made to the parent/guardian informing them the student will be serving a 30 minute detention after school that must be served within the next three days.

If the work is not completed by the second day it was due, the student will receive a zero percent, but the work will be completed by your student so we can ensure all parties that the student is learning the material and receiving the education needed for him/her to have success.

## Article 6 - Support Services

### Section 1 Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

### Section 2 Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Section 3 Special Education Services**

#### **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 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.

## **Section 4 Students with Disabilities: Section 504**

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

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.
4. In order to fulfill obligations under Section 504, the Maywood Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

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

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

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment.

If there are questions please feel free to contact Lucas McCain, Principal, Section 504 Part D Coordinator at the school (362-4223).

## **Section 5 Guidance Services**

Maywood Public School employs a counselor for the purpose of assisting with the District's testing program, to assist with scheduling, and for students to discuss problems and resolve conflicts. The counselor will take the information they receive and facilitate proper

channels to use to help with the situation if needed. If you wish to see our counselor, stop by the counselor office and make arrangements for an appointment.

The counseling department has been established to serve students in kindergarten through grade twelve. Students are encouraged to see the counselor for information or counseling. If the counselor is not in the office, parents and students are encouraged to leave a note so a conference can be scheduled.

As parent(s)/legal guardian(s) of a minor child(ren), your signature(s) on the signature page of the Maywood Public Schools Junior/Senior High Handbook constitutes written consent for your child(ren) to receive guidance/counseling services as provided by Maywood Public Schools. If you do not give consent for your child(ren) to utilize and participate in the guidance and counseling activities provided by MPS, please provide written notification to the School Office.

## **Section 6 Student Assessment Team (SAT)**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

## **Section 7 Health Services**

Maywood Public Schools abides by all regulations as set forth in the Family Educational Rights and Privacy Act of 1974 (FERPA), the No Child Left Behind Act of 2001 (NCLB), the Protection of Pupil Rights amendment of 2001 (PRAY) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 99°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. If a student is sent home from school with a fever/vomiting/diarrhea, the student **must** stay home for at least 24 hours and be free of the fever/vomiting/diarrhea for 24 hours before returning to school.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### **Health Screening**

All students, according to Nebraska School Law, will be inspected at the beginning of each school year to ascertain if sight, hearing or dental defects exist. Other areas inspected are height, weight, and blood pressure. Scoliosis checks will be performed on fourth grade students and new students to the school. Scoliosis checks are included in the health physicals offered each spring to students grades sixth through eleventh. Parents/guardians of students with problems in these areas will be notified.

LB 1063 (1998) requires each public school district, at the beginning of each school year, to provide written information supplied by the Health and Human Services System to every student describing the availability of children's health services provided by Kids Connection. The school will be sending the information home with your son/daughter. If you do not receive this information, please contact the school.

No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

## **Administering Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

## **Immunizations**

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Unimmunized students will be excluded from school in the event of a disease outbreak.

## **Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## **Head Lice**

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

## **Section 8 Threat-Assessment Team & Response**

### Team Concept

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

#### 1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

**THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.**

#### 2. Threat Assessment Team

The threat assessment team shall consist of the superintendent, principal, counselor, local law enforcement, and staff members. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

#### 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

#### 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## **Section 9 Student-Created Documents Stored on School Servers or School Accounts**

Upon graduation, or ending enrollment at Maywood Public School, each student's personally generated school-related materials will be deleted from all school servers or school accounts. Students will be responsible for the transferring and saving of this information prior to graduation or ending enrollment.

## Article 7 - Transportation Services

### Section 1 Transportation to School

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they may be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### Section 2 Bus Regulations

Riding school vehicles is a privilege, **not** a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

#### a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### b) Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

#### c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point, not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration. The parents/guardians will be notified by the transportation director at the beginning of the year before school starts where the place of pickup and drop-off will be for the student(s) to determine the normal daily route. If parents/guardians have two residences, they will be allowed to put down both residences as pickup and drop-off locations. Notification of the change will need to be given to the transportation director and office staff personnel. This transportation notice must be done via email by 1:00 PM each day to [maywood.transportation@maywoodtigers.org](mailto:maywood.transportation@maywoodtigers.org). This is for the prior afternoon route or preceding morning route so that the drivers can be notified. The emails will be going to the transportation coordinator and all office staff personnel, so that appropriate messages can be delivered to bus drivers. If the requested change will alter bus routes, the district may refuse the request.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the school office ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver). If not enough safety restraints seats are available for students under age 8 on required vehicles due to the state law requirements, non-route students will not be allowed to ride.

### **Section 3      Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

## **Article 8 - Drugs, Alcohol, and Tobacco**

### **Section 1      Drug-Free School**

Maywood Public School, in conjunction with standards of student conduct elsewhere adopted by Board policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, school vehicles, or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the district during regular school hours or after school hours at school sponsored activities on school premises and at school sponsored activities off school premises.

It shall be the practice of Maywood Public School to provide each student of the district 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 part of any of the school's activities. Such standards of conduct and the district's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

### **Section 2      Standards of Student Conduct Pertaining to Drugs, Alcohol, and Tobacco**

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

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



### **Section 3      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 may be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement may 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.

## **Article 9 - Student Conduct Rules**

### **STUDENT DISCIPLINE**

#### **Section 1              General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

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

Administrative and teaching personnel may take actions regarding student behavior 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 or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- School Session will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions can be up to 120 minutes, served in the central office or the detention room designated by the building principal before or after school.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude a student 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 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 shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed 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 he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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 ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

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

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes 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 (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in school policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. 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, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the

elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

#### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- 4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
- 5. It is a violation of the Nebraska Criminal Code that interferes with school purposes

#### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  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. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
  6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Section 3 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

It shall be the policy of the Maywood Public School to comply with the Student Discipline Act of 1994, the Gun Free Schools Act of 1994, and LB 658 enacted by the 1995 Nebraska Legislature. Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective school process.

### **Forms of School Discipline**

Detentions. Students should fully understand that any teacher or staff member in the building, in school vehicles, or at school sponsored activities have the authority to correct misconduct. Students required to make up time for detention will make up at least forty five (45) minutes. Students who fail to make up their time, will have their detention time doubled. If a student does not report for detention on consecutive nights, then he/she will be reported to the Principal. Teachers, at their discretion, may have the students serve detention before or after school. Detention served for the administration will be served exclusively after school.

Short-Term Suspension. The Principal or the Principal's designee may exclude students 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 Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given 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 on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

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 Principal or the Principal's designee.

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.

## **Student Conduct Expectations**

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

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

The following conduct constitutes 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. Willfully disobeying any reasonable written or oral request of a school staff member, or voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
3. 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;



4. 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;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
7. 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);
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. 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;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
15. Dressing or grooming 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.
16. Willfully violating the behavioral expectations for those students riding school district buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester of the following year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that

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

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

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

### **Additional Student Conduct Expectations and Grounds for Discipline**

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

### **Student Appearance**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Spurs are not to be worn at school or school activities.
9. Clothing that is torn, ripped, or cut
10. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
11. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
12. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
13. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
14. Pants and shorts worn below the waist so as to expose undergarments
15. Pants that drag on the floor
16. Chains hanging or attached to pants or shorts
17. Coats during school hours unless the student has permission from a faculty member
18. Clothing with tears or holes that expose flesh or underclothes

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the

school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

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

### **Cell Phones and Other Electronic Devices**

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted by the administration.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle. Students may not use ear buds or head phones during school hours unless given permission by Maywood Public Schools Staff.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

- 1<sup>st</sup> Offense, Cell Phone confiscated and returned 1<sup>st</sup> at the end of the day
- 2<sup>nd</sup> Offense, Cell Phone confiscated and returned to parents/guardians upon visit with the principal
- 3<sup>rd</sup> Offense, Cell Phone confiscated and no cell phone allowed back in the building, on buses, or at school activities
- 4<sup>th</sup> Offense, Cell Phone confiscated and cell phone returned to parents and students faces suspension or expulsion

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

### **Harassment and Bullying Policy**

One of the missions of Maywood Public School is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group

of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors. Bullying or harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

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

### **Inappropriate Public Displays of Affection (IPDA)**

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

#### **Specific Rule Items**

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

1. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and
2. Students are expected to bring all books and necessary materials to class. This includes study halls.
3. Assignments for all classes are due as assigned by the teacher.
4. Students are not to operate school equipment without permission of the teacher/supervisor.
5. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
6. Students are to be in their seats and ready for class on the tardy bell.
7. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
8. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
9. Students will be allowed to carry water in only clear non-colored containers.
10. Backpacks, book bags or large bags other than those specifically approved by administration are to be kept in locker during the school day.

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

1. Cases of law violations or suspected law violations by students may be reported to the police and will be reported to the student's parents or guardian as soon as possible. Consultation with local law enforcement will guide administrative discretion in reporting violations.
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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event 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, an administrator or his/her designee from Maywood High may notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. The violation includes possession of a firearm;

- b. The violation results in child abuse;
- c. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district.
- d. It is a violation of state law that endangers the health and welfare of staff or students; or
- e. It is a violation of state law that interferes with school purposes.

**Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district’s website or upon request from the district’s administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled on an as need basis. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

**Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger, or (5) sexually abused.

**Article 10-Technology User Agreement**

**Section 1 Chromebook Loan Agreement**

This equipment is and at all-time remains the property of Maywood Public Schools, Maywood, Nebraska, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by Maywood Public Schools, or sooner, if the Student/Borrower withdraws from Maywood Public Schools prior to the end of the school year.

The District Property may be used by Student/Borrower only for noncommercial purposes in accordance with the District’s policies and rules, the District’s Code of Conduct, as well as local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook for exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook or on any school-owned computer.

Maywood Public Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the Chromebook. These labels/tags are not to be removed or modified. If they become damaged or missing, contact Ms. Carey for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook.

The student is financially responsible for all damages and repairs to the Chromebook and bags. **Repair costs will be determined by our Technology Department.** Student/Borrower will be responsible for 100% of the repair costs if the damages are determined to be caused intentionally by the student/borrower or by obvious lack of care by the student/borrower. If the Chromebook or accessories are beyond repair, lost, or stolen, the student will be responsible for 100% of the replacement cost.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damages to, loss of, or failure to return school property. The Chromebooks were purchased on a lease and must be returned in good working order with all original parts.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Maywood Public Schools.

## **Section 2 Taking Care of Your Chromebook & General Precautions**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to Ms. Reece in the Library.

- No food or drink is allowed next to your Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open, unless directed to do so by a teacher.
- Students are responsible for keeping their Chromebook's battery charged for each school day.
- Students are responsible for keeping their individual Chromebook in their possession at all times. Unattended Chromebooks will be turned into Mrs. Carey. Students will need to complete a written action plan to correct their inattentive behavior of school-owned equipment. Upon appropriate completion of the action plan the Chromebook will be returned to the student. Consequences will increase with repeat offenses.

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebooks from normal treatment and provide a suitable means for carrying the computer.

- Chromebooks should always be in their protective case when carried.
- To avoid placing too much pressure and weight on the Chromebook screen students should **NEVER** put the Chromebook in their backpack.
- Students should place the Chromebook and the charger in their school issued cases when not being used.

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed
- Do not place anything on the Chromebook that would put pressure on the screen
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen
- Do not place anything on the keyboard before closing the lid (example: pens, pencils, or disks)
- Clean screen with a soft, dry cloth (t-shirt material works best) or anti-static cloth

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by the teacher.

If students leave their Chromebooks at home they will be without the use of their Chromebook and files for that day. If it is an absolute must the teacher may send the student to get a loaner Chromebook if one is available and is returned at the end of the day.

Loaner Chromebooks may be issued to a student when their Chromebooks are in for repair. The same care and user agreements apply to the loaned device.

Leaving a computer behind (i.e. in another classroom, in the commons area, on the bus) will result in a 15 minute detention, after school. Leaving a computer behind two times will result in serving a 30 minute detention. A computer left behind a third time will result in a 45 minute detention and a computer left behind for a fourth time will result in a 60 minute detention. The detentions will be served either before or after school.

Chromebooks must be brought to school each day in a full charged condition. In cases where the use of the Chromebook has caused batteries to run down, students may be able to connect their computers to a power outlet in class. Playing games, watching videos and listening to music during the school day will wear down your batteries really quick.

- Inappropriate media may not be used as a screensaver
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures and even toy guns and weapons will result in disciplinary actions
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
- Students may print to the library or the copier by the music room only with teacher permission during class or breaks
- Students are solely responsible for their individually issued Chromebook and can at no time be responsible for another Chromebook that has not been issued to them. Any Chromebook found by a student must be turned into a teacher immediately.

### **Section 3      Acceptable and Responsible Use Guidelines**

The purpose of the 24/7 Chromebook Program, which is available to students in grades 9-12, is to enable students' increased access to the benefits of technology as an educational tool. The program also offers teachers the ability to move far beyond the textbook, to deepen the knowledge provided within their content areas, and infuse their curriculum with positive and successful information from around the globe. Possession of Maywood Public Schools' Chromebooks is a **privilege, not a right**. The Chromebook is an educational tool and should be used in that capacity only. Once issued, you are responsible for the Chromebook at all times.

1. Maywood Public School District expects all areas of technology to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Maywood Public School District.
2. Students must acknowledge their understanding of this policy as well as the guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's Chromebook and/or network privilege.
3. The Chromebooks are district property and all content will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities. Students have no expectation of privacy.
4. Chromebooks will be subject to random inspections and will be turned over to district personnel upon request. In addition to physically inspecting their Chromebooks, the district administrators and technology team will be using a software program to monitor responsible use of the Chromebooks while the students are using their Chromebooks.
5. Under no circumstance should Chromebooks be left in unsupervised or in unlocked areas. Unsupervised or Unlocked areas include the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms, hallways and unlocked lockers. Any Chromebook unsupervised is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised area.
6. Personal files or pictures, that are not for a school project or activity, should be stored on your personal external flash drives.
7. No student will bring their Chromebook along on any school activity. If you need a place to keep your Chromebook while you are at your activity you may keep it with the head sponsor of the activity's classroom.

#### **Saving Files**

1. Students will save their documents to Google Drive, an external drive, or save as a PDF file and email to themselves or the

teacher it is to be turned in too.

2. Students are responsible for backing up their files to an external flash drive. If the Chromebook crashes and files are lost, the Maywood Public School District is **not** responsible for that loss of information.

### Email

1. Email for students was setup with educational purposes in mind.
2. Signing up for any account online or otherwise with your school email is strictly forbidden, with the exception of having permission from a teacher, administrator, or tech person. Subscribing to mailing lists, mass email messages, games or other services that generate several messages that can slow the system and will waste other users' time and access. (Ex: Facebook, Pinterest, YouTube, or other Social Media Sites)
3. Email and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
4. Staff and student accounts are property of Maywood Public Schools. Account passwords are managed in Window Active Directory and Google. We use password complexity to ensure protection. We reserve the right to change passwords when it is right to do so.

### Copyright Laws

1. The Chromebook should not be used to copy, download, upload, or share copyrighted materials without the owner's permission.
2. Material obtained through research on the Internet and then used in academic work is to be properly documented. Trademark and Copyright laws must be followed. Plagiarism is a violation of the law. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Ignorance of the law is no immunity. If you have any questions about what constitutes a copyright violation please contact an administrator, media specialist, or teacher.
3. Computers may not be used to make sound recordings without the consent of all of those being recorded.
4. The user shall not use a computer for unlawful purpose, such as illegal copying or installation of software.

### Abuse

1. Deliberate attempts to degrade/hack the network (servers, routers, switches, printers, firewall, etc.) or disrupt the system performance as a system administrator, will result in disciplinary action.
2. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
3. Installation of peer-to-peer file-sharing programs is strictly forbidden.
4. The user shall not let other persons use his/her name, login, password, or file for any reason.
5. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, administrator, or technology administrator, will be considered an act of vandalism and is subject to disciplinary action.
6. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats.
7. The user shall not deliberately **access** or **create** obscene or objectionable information, language or images.
8. Anyone using the network or Internet for commercial, political campaign, or financial gain purposes, are prohibited.
9. **Do Not** reveal your full name or another person's full name, phone number, home address, social security number, credit card numbers, and passwords to people, online or otherwise.
10. The student will be responsible at all times for the appropriate use of the computer that was issued to them. Non-compliance with any of the rules are subject to consequences for their actions
11. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer and/or all electronic communication crime laws. Violation of applicable state or federal law, including the Nebraska Penal Code for Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
12. Creating, uploading, or transmitting computer viruses.
13. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.
14. Students may not access websites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. (Examples: Presence of weapons, pornography, alcohol, inappropriate language, drugs, and gang related symbols or pictures) will result in disciplinary actions. If a student does accidentally access this type of information, he or she would immediately notify a teacher, administrator, or tech personnel. This is not merely a request: it is a responsibility.
15. Use of the computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during the school day.



## Section 4 Warranty

1. This coverage DOES NOT provide for damage caused by fire, theft, loss, intentional or frequent damage or cosmetic damage.
2. Lenovo will assess the Chromebook damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.
3. Care is only applicable for Chromebooks for the first 3 years from the purchase date.
4. Maywood Public School Technology Department will coordinate all repairs with an authorized Chromebook Repair Service.
5. Under no circumstances are you to have the Chromebook repaired elsewhere.

If your Chromebook is stolen outside the school perimeters, you are responsible to file a police report within 24 hours of the theft. It is possible if you have car and/or house insurance that the theft may be covered, it's your responsibility to make the claim.

## Section 5 Offenses & Consequences\*

Level 1 Disciplinary Action		Level 1 Offenses
Loss of privilege to take Chromebook home for 2 days.		Chromebooks left in unsupervised or unlocked areas
Loss of the Chromebook for the remainder of the day and the following week. Students require a written permission slip to allow Chromebook use in a class.		Making sound recordings without the consent of those being recorded.
Loss of the Chromebook for the remainder of the day and the following 2 weeks. Students require a written permission slip to allow Chromebook use in a class.		Any pictures or content of weapons, alcohol, drugs or gang related symbols or pictures found on the Chromebook.
Loss of Chromebook is determined upon administrative investigation.		Using the network or internet for commercial, political campaign and financial gain.
		Altering a person's files.
Level 2 Disciplinary Action		Level 2 Offenses
Loss of all Chromebook for 1 week. Students require a written permission slip to allow Chromebook use in a class.		Accessing pornography on the internet or having pornographic materials on your Chromebook.
Loss of all Chromebook for 2 weeks. Students require a written permission slip to allow Chromebook use in a class.		Altering data or Altering the configuration of a computer.
Loss of all Chromebook for 1 month. Students require a written permission slip to allow Chromebook use in a class.		Plagiarism
Loss of all Chromebook for 1 month. Student require a written permission slip to allow Chromebook use in class.		Using the Maywood Schools student account inappropriately. Using the MPS email for accounts, messenger, and other forms of social media.
Level 3 Disciplinary Action		Level 3 Offenses
Loss of all Chromebook for 2 weeks. Students require a written permission slip to allow Chromebook use in a class.		Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
Loss of all Chromebook for 1 month. Students require a written permission slip to allow Chromebook use in a class.		Deliberate attempts to degrade/hack the network (servers, routers, switches, printers, firewall, etc.)
Loss of all Chromebook for 2 months. Students require a written permission slip to allow Chromebook use in a class.		Intentional damage to Chromebooks.
Loss of Chromebook indefinitely upon administrative investigation. Suspension of student Google account. A written plan of permission and a call to the parents to allow Chromebook use in class.		Students harassing/bullying through email, of school Google account and device for personal use.

\*We reserve the right to adjust and/or modify these rules according to the offense.

\*These disciplinary actions will be carried over from year to year on a case by case basis.

## Section 6 Frequently Asked Questions

1. *How much is my Chromebook damages if my computer is broken?*  
The damages will be assessed by Mrs. Carey and ESU 10. The fees will be charged to the students.
2. *What if my Chromebook is stolen?*  
A police report must be filed by you and your parents within a 24 hours of the theft.
3. *What happens if the Chromebook stops working?*  
All Chromebook repairs must be reported to the Technology Department immediately. Mrs. Carey will coordinate the repairs. Loaner Chromebooks will be available on a first-come, first-serve basis for students while theirs is being repaired. Repairs can take up to 4 weeks but normally it is around 10 days.
4. *Can we swap power cords with other students?*  
This is not recommended. Each power cord is labeled with school ID number. Students are responsible for their own equipment. At the end of the year students will be responsible for returning the same Chromebook, power cord, bag and any other accessory that was checked out to them.
5. *Can I carry my Chromebook in my own case, bag, or backpack?*  
**NO**, Students must carry the Chromebook in the school-issued case only. This is the only way to ensure adequate protection . . . especially to the screen of the Chromebook, the most fragile part of the Chromebook. **NO**, Students may not put the Chromebook that is in its school-issued case inside their backpack.
6. *Where do I go for technical support?*  
Mrs. Carey, in her classroom or in the library.
7. *How will the school know what we do on the Chromebooks?*  
Fortigate, Securely, and an additional filtering systems are used to gather user information, monitor emails, keywords, site searches, and other network activity. Maywood Public School District uses to watch, block, send messages, etc. any time the Chromebooks are on the local network. Along with that Maywood Public School District routine random checks, where we physically check over the Chromebook.
8. *What happens when I need technical help with my Chromebook at home or on the weekends?*  
In an emergency students may email the Mrs. Carey ([robbyn.carey@maywoodtigers.org](mailto:robbyn.carey@maywoodtigers.org)) with their question, if they can wait until the next day or Monday morning.
9. *What if my parents/guardians do not want me to take my Chromebook home?*  
You will be able to pick up your Chromebook from Mrs. Carey in the morning and return it at the end of the day.
10. *What if I forget my Chromebook at home?*  
As a responsible student, you must bring all the necessary tools with you to school each day. If you leave your Chromebook at home you will be without the use of their Chromebook and their files for that day. If it is an absolute must that they have a Chromebook, the teacher may send the student down to get a loaner Chromebook if one is available and is returned at the end of the day.
11. *How do I deal with the power limitation of a Chromebook?*  
Students are responsible for fully charging their Chromebook at home every night. A fully charged battery should get at least six hours of use during the school day. Music, playing games or watching videos will drain the battery life quickly. Students may carry their power cords with them and if needed plug them to charge in a class. If the battery life seems to be draining within an hour or so after fully charging they can come to Mrs. Carey to have it checked out.
12. *Can I listen to music or check my email if I am finished with all of my school work?*  
If abused email can be taken away on a student by student basis. Profanity, explicit lyrics, and/or any derogatory language on the school-issued computer is against school policy and could be cause for disciplinary action. The Technology Dept. can see all email sent and received from each of the students.

13. *Where do I print?*

Over time, printing needs will decrease. Printing is for homework assignments only. If they need a black printed page they will be able to print to the Library printer or the printer outside of the Music Room. If they absolutely need a color printed page, the student will need to email the document to the teacher that the document is to be turned into and that teacher will print it in color for the student.

14. *Who is responsible for backing up my files on my Chromebook?*

Students are responsible to back-up their important school work to an external flash drive, save as a PDF and email it to themselves or on Google Drive. Maywood Public School District does not store any of the students' files on the server.

15. *What should I do with my Chromebook during the following incidents?*

1. **in between classes?**

Chromebooks should be in their Chromebook bags and carried with them to their next class

2. **during lunch?**

The students may leave their Chromebooks in the classroom that they just finished before lunch or they may put in the classroom that they will be going to after lunch

3. **during PE class and sport practices?**

Chromebooks should be stored in your bag NOT your backpack and locked into the teacher's or coach's classroom

4. **during an away activity?**

Chromebooks should be stored in your bag and locked in the coach's classroom. If you choose to ride home from the activity with your parents, it is your responsibility to make arrangements to pick up your Chromebook

16. *Can we take our Chromebook out of town on personal trips?*

Always remember that the focus of the Chromebook initiative at Maywood Public is on 24-7 learning. Being able to learn outside of the school building is a prime goal. Remember also that along with this privilege is a great responsibility. Students must responsibly protect and care for their Chromebooks at all times.

17. *Can everyone in my family use my Chromebook?*

The students are ultimately responsible for their Chromebooks: just like any other school-issued item. Yet, sharing with additional family members is allowed and encouraged to further the Chromebook's educational benefits.

18. *Can we use our own personal Chromebook at school instead of the school-issued one?*

No. While at school, all will need to use the school-issued computer. This will have access to the internet (which is filtered) and the programs needed by the students while at school. The student's personal computer must be left at home.

## Article 11 - Maywood Public School Media Center

### Section 1 Mission Statement

The mission of the Maywood Public School Media Center is to assist all patrons to become effective users of information by providing a broad range of materials and technologies which enrich and support the curriculum and meet the individual needs of students and staff. For the media center to best serve the needs of all, students will be expected to follow guidelines and procedures established by the media staff.

### Section 2 Procedures

#### Circulation of Material

Shelf Books: K-5<sup>th</sup> Grade Students will be expected to return their selections every week during their library time. 6<sup>th</sup>-12<sup>th</sup> Grade Students will receive renewal notices after a two-week check-out period.

Periodicals: Current magazines, which have been in the media center for one week, may be checked out for twenty-four (24) hours. Back issues may be checked out for three weeks.

### **Media Center Hours**

The media center will be open for student use during regular classroom hours and for a short time before and after school. If one or more students needs to be in the media center during class time, special arrangements must be made with the media specialist and/or media center assistant. Teachers will coordinate with media specialist and/or media specialist assistant in the event that whole classes need to be in the library during any class period.

### **Use of Media Center**

Students entering the media center during regular classroom hours must present a pass to the media specialist or media center assistant. Students may use the media center for reading, study, or research. Students who misuse the media center will be asked to leave.

### **Returning Materials**

All borrowed materials should be returned to the media center on time and in good condition. Each borrower is personally responsible for materials checked out in his name. Students who have overdue books will not be allowed to check out materials until the overdue materials are returned and fines paid. Students are expected to return books each week. They may renew their book or choose a new one. Students who do not return a book will not participate in the library activities, and they will not be able to check out another selection. A reminder note will be sent home after the first week. Students are given three weeks to return the book.

## **Article 12 – Activities Guidelines**

### **Section 1 Philosophy and Purpose**

The purpose of this handbook is to provide important information regarding guidelines and expectations that apply to the activity programs offered at Maywood Public School. Maywood Public School provides students the opportunity to participate in wide variety of extracurricular activities. We encourage each student to find an area of interest and take advantage of the many activities at Maywood Public School. If you have any questions concerning Maywood activities, contact Mr. Kolby Hamilton, Activities Director: 362-4223 or kolby.hamilton@maywoodtigers.org.

The purpose of all activities is to provide students ample opportunities outside of the regular classroom that supplement the school's academic program. It should offer opportunities to assist in the development of positive relationships and good will, promote all-around growth and good citizenship qualities. Activities offer the student an opportunity to experience real life situations while learning to be a member of a team. The opportunity exists to develop as a person intellectually, morally, physically and socially. In this way, students have the opportunity to achieve maximum benefit from his or her education.

Participation in activities at Maywood Public School is a privilege accorded only to those students who are willing to abide by state law, school, and conference regulations as well as reasonable rules set forth by the coaches or sponsors and that are applicable and peculiar to the activity involved. Students and parents are reminded that the purpose of activity participation is and should be the sole reason for the participation rather than publicity and notoriety.

***“Reputation is what you are perceived to be, character is what you really are”– John Wooden***

### **Section 2 Organizations at Maywood High School**

#### **National Honor Society**

The Maywood Chapter of the National Honor Society is an organization that students must have and maintain, a minimum grade point average (88%) as well as meet other selection criteria in the areas of leadership, character, and service, in order to become a member. Students are eligible for selection to the NHS during their sophomore year. The Maywood Chapter by-laws will be given to each Chapter member at the beginning of each school year, and will also, along with the NHS Constitution and national by-laws, be available

at the school for others to see. Any formal correspondence between the NHS sponsor(s) and members and their parents will be in the form of regular or certified mail.

**F.F.A.**

The Maywood FFA is an organization for Agricultural Education students. It is part of the National FFA Organization that has over 500,000 members across the nation. It is an important part of the Agricultural Education Program and has as its purpose the development of premier leadership, personal growth, and career success. The supervised agricultural experience program provides the basis for advancement in the FFA. Contests are conducted on the local, district, state, and national levels for members. State and National Conventions are held annually in Lincoln and Louisville, Kentucky. The FFA is active in the community developing citizenship through community service projects and playing an active role in the development of young leaders.

**F.B.L.A**

Thousands of students across the nation are joining Future Business Leaders of America! FBLA is the premier organization for students preparing for careers in business and the largest student business organization in the world with a quarter of a million members. FBLA prepares students for "real-world" professional experiences. Members gain the competitive edge for college and career success. All FBLA members will be required to pay \$20.00.

**Student Council**

The Student Council is a representative organization of the student body. The Council is designed to develop leadership skills. Its purpose is to promote school harmony and give students an opportunity to express their ideas. Membership is composed of the presidents of each class, and one elected representative from grades 9-12. The student council will meet at least once every quarter or as needed during the school year. To be eligible to run for Student Council, a student must have an overall GPA of 2.0 or higher, pride in the school and interest in the work of the Student Council, as well as the ability to express his/her opinions.

**Section 3 Competitive Athletic Programs**

**GIRLS**

Volleyball  
Cross Country  
Tennis @ McCook  
Basketball  
Track  
Golf

**BOYS**

Football  
Cross Country  
Tennis @ McCook  
Basketball  
Track  
Golf

**Section 4 Clubs and Activities**

Band  
Speech  
FFA  
Student Council  
National Honor Society

Chorus  
One-Act  
FBLA

**Section 5 Activity Eligibility for High School**

In order to represent a high school in an interscholastic activity, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the Activities Director.

1. A student must be an undergraduate.
2. A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance.
3. A student must be enrolled in some high school on or before the 11th school day of the current semester.

4. A student is ineligible if 19 years of age before August 1st of the current year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 on current school year.)
5. After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance.
6. A student must have been enrolled in school the immediate preceding semester.
7. Participants in senior high athletics/activities must have passed four classes the immediate preceding semester. The immediate preceding semester does not apply to 9th grade students competing on a high school team for the first time or entering 10th grade students who have not competed or practiced with a senior high team previously.
8. Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate
11. A student entering grade 9 for the first time after being promoted from grade 8 is eligible. If a student participated on a high school team at any level as a 7th or 8th grade has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for 90 days.
12. When the parents of a student change their domicile from one school district to another district which has a high school, the student is ineligible for 90 days except:
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.
  - c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status. Please refer to the Nebraska School Activities Association website for additional eligibility information: <http://www.nsaahome.org>.

## **Section 6      Maywood Academic Policy for Activities**

A student will have received credit for twenty semester hours of school work for the immediate preceding semester in order to be termed eligible. The term "preceding semester" means the semester immediately before the semester in which a student wishes to participate in athletics, band, chorus, etc. An ineligible student will not participate in any NSAA sponsored competitions.

All senior high transfer students coming into the school system must have their eligibility approved by the NSAA prior to competition. This approval should be initiated through the Activities Director.

The following eligibility requirements have been established by Maywood High School for participation in extra-curricular and athletic competition. Students must be aware of the following requirements:

1. Ineligibility means not passing any class with at least a 70% average;
2. Weekly eligibility is determined each Monday in each class with ineligibility beginning that day;
3. The administration will provide each teacher, coach and sponsor with a list of those ineligible on Monday;
4. The teacher must notify each student in his or her classes of the ineligibility;
5. The coach/sponsor or Activities Director will make contact with the parent/guardian to notify them of the student's

ineligibility;

6. Any student appearing on the ineligible list for the second consecutive week in any class (does not have to be the same class) will be ineligible in all extra-curricular and athletic activities for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher;
7. Any student appearing on the ineligible list in more than one class shall be ineligible for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher.
8. It is left to the discretion of each coach or sponsor whether or not the student will be allowed to participate in practices for each specific extra-curricular or athletic activity;

## **Section 7 Athletic Eligibility for College**

For students who have aspirations of competing in athletics at the collegiate level, it is recommended that they register with the NCAA Clearinghouse sometime during their junior year. All Division I and II athletes must be registered with the clearinghouse in order to be eligible to compete. To register, athletes should see the Counselor or Activities Director.

In order for student-athletes to compete at the National Association of Intercollegiate Athletics (NAIA), or the National Junior College Athletic Association (NJCAA) level, students must also meet academic standards in order to be eligible. This information can be obtained from the Counselor or Activities Director.

## **Section 8 NSAA Participation Consent Information**

The Parent and Student hereby:

1. Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
2. Understand and agree that (a) by this Consent Form the NSAA has provided notification to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) 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, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and (d) even with the best coaching, use of the best protective equipment, and strict observance of rules, injuries are still a possibility;
3. Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
4. Consent and agree to the Student being photographed, videotaped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

## **Section 9 Guidelines, Regulations, Practices, and Requirements**

Pre-Practice Requirements. All athletes must meet the following requirements before they begin practice:

1. Return an updated physical and parent permission form, signed by parent/guardian and physician to the head coach or activities director's office.
2. Permission forms found in the Student Activities Handbook must be signed and returned to head coaches or activities director before participation.
3. Follow and complete any other procedures or requirements as directed by their respective head coaches.

Team Selection. Team selection and placement will be conducted by the head coach and the assistants for that particular activity. With the exception of golf (due to facilities), there is a no cut policy that has been adopted. Athletes do need to be aware that this does not mean that they are guaranteed a uniform. Suiting up for games must be earned and will be up to the discretion of the coaching staff.

Practice Times and Procedures. Practice times will be set up by the individual coach. All athletes are expected to be on the field or court at the time designated by the coach. If an athlete cannot be at practice, he/she must contact the coach before practice begins. Each coach may have specific attendance requirements or procedures for athletes to follow.

Attendance Game Day. An athlete must be in school all day the day of a game in order to participate. Absences for school-sponsored activities, dental and doctor appointments, as well as circumstances beyond their control may be exceptions to this rule and must be cleared with the administration in advance. If the activity is a Saturday activity and the student is absent on Friday, the student must have an excuse for the Friday absence by the end of the school day on Friday verified by the parent or guardian. If the coach is satisfied that a student's health is not endangered and other conditions are met, participation for excused absences on Saturday will then be at the discretion of the head coach.

Transportation. School transportation will be provided to all contests or practices away from Maywood. Students are expected to ride to and from contests with the team. In no case may an athlete drive his/her own car. An athlete may ride home from a contest with a parent by a written personal request by the parent to the coach in charge or the activities director before leaving. The coach must witness the athlete leaving with his/her parent.

Lettering Requirements. The Maywood High School athletic letter and the right to wear it for Maywood Public School are given to those athletes who have represented the school well and have met the requirements set down by each sport. Student athletes wearing this letter must remember that, to the public, this emblem stands for Maywood High School, and everyone will judge our school by the conduct of the athletes. Our conduct must be a reflection of credit only upon the name of our school. Each head coach has set forth guidelines for earning letters and it is their discretion as to who is awarded these letters.

Insurance. The Maywood Public Schools provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics. Insurance forms are available in the office for students who may need to purchase insurance. Parents should check to see whether athletics is covered on their policies.

Contests on School Days. Due to scheduling, students may miss class time for activities. It is the student's responsibility to get all assignments from their teachers before leaving for the activity and making up any missed work.

## **Section 10 Activity Participation Guidelines**

By choosing to be a part of the activities program and Maywood High School, a student agrees to abide by the training rules established by the coaches/sponsors and administration and supported by the Maywood Public School Board of Education. The coaches/sponsors and administration in conjunction with the Board of Education are in unanimous agreement that the use of tobacco, alcohol, controlled substances, and unlawful acts are not only detrimental to the student, but also to the team they represent. These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, boys and girls track, golf, dance team, student council, National Honor Society, FBLA, quiz bowl, speech, band (except for holiday and spring concerts), chorus (except for holiday and spring concerts), mock trial, and homecoming royalty candidates and/or attendants.

The following guidelines are in effect from the NSAA first allowable practice date in the fall to the last scheduled NSAA activity in the spring. These rules apply to all participants, grades 6-12 (Jr. High athletics will be modified to fit the length of sports seasons). A participant is anyone who has participated in a sport or activity, is currently participating in a sport or activity, or one who plans to participate in a sport or activity in the future. Each student is expected to abide by the following expectations for all years at Maywood Public School. In the event an investigation is warranted, and the athlete in question does not confess to the infraction and is convicted in a court of law, they will automatically be subject to the penalties as a second offense from the time of the conviction. A participant is required to serve out his/her penalty before he/she will be allowed to participate in any further activity performances at Maywood



Public School. Suspensions can, and will be, carried over to the next school year. Public performances include all competitions/performances of the aforementioned activities (with the exception of the holiday and spring concerts for band and chorus) that are contracted (for athletic activities) and scheduled (non-athletic activities). Inter-squad scrimmages do not count.

The following conduct are grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions, when such conduct occurs on school grounds or during an educational function, or event off school grounds, or in a school vehicle, or at any time during the school year, and also includes the time frame which begins with the official starting day of the fall extra-curricular activity season as established by the NSAA and extends to the last day of the spring extra-curricular activity season as established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. Extra-curricular activities shall be defined as all activities in which students participate, except those that are a direct extension of a regularly scheduled class (normally included in the course requirements and/or expectations).

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, repeated damage or theft involving property, or gambling.
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 in a place where weapons are prohibited.
6. Engaging in the possession, selling, dispensing, or use of tobacco, a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, anabolic steroids or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor. 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 or illegal drugs on a student. The term also includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, no student shall be at, or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage or illegal drug; provided this rule shall not apply to activities which a student attends with his or her parent(s) where alcohol is consumed as long as the student does not personally use or possess alcohol) such that school officials may reasonably determine that the student was in "possession" of the items as well.
7. Public indecency.
8. Sexually assaulting or attempting to sexually assault any person.
9. Engaging in any activity forbidden by the laws of the State of Nebraska.
10. 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.
11. Truancy or failure to attend assigned classes or assigned activities or repeated tardiness.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students, staff members, officials, other teams or spectators. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
13. Dressing at school or school activities 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 educational process or school activities.
14. Violating the behavioral expectations for riding Maywood Public Schools buses.

15. Disobeying any reasonable written or oral request of a coach, sponsor, staff member, or official or displaying disrespect to those in authority.
16. Engaging in bullying or initiation rites in the nature of hazing, embarrassment, ridicule, etc.
17. Assisting others in violations of school rules.
18. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
19. Failure to participate in regularly scheduled classes on the day of an extra-curricular activity or event.
20. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
21. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
22. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility and good sportsmanship.

Sufficient evidence of a violation of the activity code will be deemed to exist where the coach, sponsor, activities director or principal administration or others enforcing the activity conduct reasonably determines the violation occurred.

The appropriate disciplinary consequence will be determined based upon many factors including, but not limited to, the severity and frequency of the violation and the level of cooperation and willingness of the student to resolve the matter. Depending upon the investigation and the factors involved, the action taken may range from parent contact to suspension from the activity. If the circumstances call for a student to be suspended from participation, the Administration will determine the dates involved. The Activities Director or Principal will investigate the situation and decide on the appropriate action. Suspensions may carry over between activities but will not carry over between school years, unless a Third Offense has occurred or unless required by law. Violation of these particular laws shall result in suspension of the student's public participation in school activities.

**ALCOHOL, CONTROLLED SUBSTANCE, TOBACCO, AND UNLAWFUL ACTS VIOLATIONS:**

Unlawful acts are those in which a student is, at minimum, cited by law enforcement officials, for other reason than driving infractions, such as speeding, parking, etc.

1. First Offense- Suspension from the next three (3) weeks that the student is eligible for, for the use or possession of alcohol or other controlled substances, or being cited by law enforcement officials for an unlawful act. In addition, the student will be required to complete an education program endorsed by the Maywood Public School and administered by the activities director. The suspension may be lessened to two (2) weeks if the athlete is willing to file a legal police report naming the supplier of the alcohol and/or controlled substance in use. In addition, the student will be required to complete an education program endorsed by the Maywood Public School and administered by the activities director. Also, the participant will not be nominated for any post-season honors. Proof of enrollment and completion of the school endorsed education program is required before returning to any activities.
2. Second Offense- The second offense will result in suspension from all activities participation indefinitely and will be reviewed and handled by the administration.

The administration will make an independent investigation into any matters that result in a student being cited and/or charged with a violation. The following are some situations that may warrant an investigation that may result in disciplinary action:

1. Any witnessing of a student involving the use, possession, or distribution of tobacco, alcohol, or any controlled substance by a staff member of the Maywood Public School or subsequent witnesses from a variety of different sources.
2. Any information provided by law enforcement officers as to the violation of these policies.

3. Any conviction involving the use, possession or distribution of controlled substances or alcoholic beverages.
4. Any confession by the student involving the use possession, or distribution of tobacco, alcohol, or any controlled substances.
5. A determination that the student is a delinquent child under the Juvenile Statues of the State of Nebraska, as a result of the use of controlled substances or alcoholic beverages.
6. If the student is charged or convicted of any criminal charge or determined to be a delinquent child under any other circumstances that is indicative of behavior not representative of a good citizen.

If a student is under activities suspension at the time of Homecoming or Prom, or has been placed under 2<sup>nd</sup> offense activities suspension at any time, or is a senior and has been suspended from activities during that school year, even if it is 1<sup>st</sup> offense, he/she will not be a candidate for Homecoming or Prom royalty.

A student disciplined and/or dismissed from an activity for any reason has the right to procedural due process. If it becomes necessary to enforce the suspension rule, the participant and/or parents may appeal the decision to the Superintendent and then the Board of Education. Any further appeal would have to come through the judicial process.

Procedures for Extracurricular Discipline. Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Maywood Public Schools Board of Education or the administrative staff of the school. The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done; an explanation of the evidence the school has, and is given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.
- 10.

## **Section 11     Equipment and Use of Equipment**

Any equipment that belongs to the School and is checked out to the student for use becomes the responsibility of that student. When it is time to return the equipment and the student does not have it or it is damaged or abused more than normal use prescribes, the student is financially liable for the replacement costs of said equipment. Payment must be made before the student will be allowed to participate in the next activity he/she chooses.

## **Section 12     Pictures**

A professional photographer approved by the school will take individual and team pictures of all teams. Individuals may also have pictures taken at that time. Individuals must order pictures using the form provided by the photographer and make payment to the photographer upon order.

## **Section 13     Injuries**

In the event that an athlete becomes injured, the coach or doctor in charge will administer immediate first aid if needed. The parents or guardians will be notified as soon as possible to transport the athlete for medical attention, or notified that a rescue squad was called to transport the athlete if a serious injury has occurred. If the injury is less serious, first aid treatment will be administered and the coach will attempt to notify the parent or guardian of the injury, and recommend follow up or referral to a physician. The coach will not diagnose the injury except to determine if the athlete can be safely moved. A student when seriously injured must provide written clearance from a physician before he/she is allowed to return to the activity.

All injuries should be reported to the head coach immediately. The coach will then remove the athlete from practice or competition until it can be determined if the athlete can safely continue. If there is any doubt, the athlete will be withheld from participation.

If an athlete complains of an injury sustained during participation, or experiences pain, swelling, misshapen structure or alignment, or discoloration, ice can be applied and the athlete should see a physician. Please let the head coach know as soon as possible so they may be made aware of the situation. An athlete who complains of headaches, dizziness, or nausea after completing practice or competition should be monitored closely and seen by a physician, if the symptoms persist. Any bleeding from the ears, nose, mouth, or vomiting could indicate a serious head injury and the athlete should see a physician immediately.

## **Section 14     School Dance Regulations**

All school dances will have the following general rules:

1. Dances will end at 11:30 p.m.
2. Once students have entered the dance, they may not leave without permission from one of the sponsors. Once students leave the dance they may not return.
3. The doors will be open for one (1) hour after the scheduled start of the dance. No one will be admitted after the doors close, unless special arrangements are made with the administration in advance.
4. Students should be properly attired. Students who are not appropriately dressed will be asked to leave. No hats should be worn inside the building.
5. All dances will require sponsors. Faculty sponsors are preferred but parents of students will be acceptable. Although the administration may be at all dances, he/she is not to be considered a sponsor.
6. Dates aged twenty-one (21) years old or older will only be admitted with prior permission of the administration.
7. All dates not currently enrolled in grades 9 - 12 at Maywood Public School must be registered in the office prior to the dance.
8. Dances must be on the activities calendar at least one month in advance.

## **Section 15     Yearbook Editorial Policy**

Coverage: Content focuses on coverage which will meet the wants and needs of the majority of the target audience, the students and staff of Maywood Public School, as long as those wants and needs are not contradictory to the principles of scholastic journalism. The staff encourages constructive criticism of any part of the book, both before and after publication. The book is, however, as fair, accurate, complete and honest as possible. The final authority rests with the yearbook staff, its editors and advisers. No material that

is libelous, irresponsible, and/or an advocate of illegal activity will be published. No material the editors deem in poor taste will be printed.

Photography: All students and school personnel must have their portraits taken by the official school photographer to be included in the book. The exception will be senior portraits. Senior portraits taken after December 1 may not appear in the book because of deadlines with the yearbook printer. Purchase of a yearbook does not guarantee the purchaser's photo will appear in the book.

Advertising: All advertising accepted by the staff must follow the same editorial guidelines. Acceptance of advertisements does not constitute endorsement by the yearbook staff, or any affiliate of Maywood Public Schools. Because of liability, no encrypted, coded or abbreviated messages will be printed. They will be returned to the advertisers.

## Article 13 – State and Federal Programs

### Section 1 Notice of Nondiscrimination

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

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

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

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

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

This institution is an equal opportunity provider.

## Section 2 Designation of Coordinators

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

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

## Section 3 Anti-discrimination and Harassment Policy

Elimination of Discrimination. Maywood 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. Maywood 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, the Maywood High School will try to protect employees and students from reported discrimination or harassment by nonemployees or others in the work place and educational environment.

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

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. 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.
3. Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
4. Sexual harassment may exist when:
  - a. Submission to such conduct is either an explicit or implicit term or condition of employment or of participation and enjoyment of the school’s programs and activities;
  - b. 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.

- c. 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.
- d. 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's 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 Maywood Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

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

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

#### **Section 5      English Language Learners**

According to the Elementary and Secondary Education Act (ESEA), English Language Learners (ELL) are those individuals who have a native language other than English and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual (i) the ability to meet the State's proficient level of achievement on state assessments, (ii) the ability to successfully achieve in classrooms where the language of instruction is English, or (iii) the opportunity to participate fully in society.

Each district with ELL students should have a written definition used for determining services and meeting Office for Civil Rights requirements.

Note: Foreign exchange students are not considered as ELL students and should be included in the district assessment process.

Elementary and Secondary (ESEA) Requirements for ELL Students. In addition to being assessed on the regular state academic content standards, ELL students must be tested and reported annually on language acquisition skills.

A set of English language proficiency guidelines for K-12 language arts standards has been developed through the work of an ELL Advisory group consisting of educators from across the state. Those guidelines, developed in grade clusters, should be used to develop the language acquisition program. To access those guidelines, you may go to the NDE homepage, [www.education.ne.gov](http://www.education.ne.gov) click on “NDE Teams/Sections” and click on “LEP Limited English Proficiency”.

To be eligible for services in the Maywood Public Schools, students must meet the following definition of a Limited English Proficient (LEP) student:

Column 1	AND	Column 2
A student meets one or more of the following requirements:		As a result of the circumstances listed in Column 1:
Is age 3 to 21:		Whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to the individual.
In enrolled or preparing to enroll in an elementary school or secondary school		The ability to meet the State proficient level of achievement on State Assessment described in 111(b) (3) of No Child Left Behind.
Was not born in the United States or whose native language is a language other than English		The ability to successfully achieve in classrooms where the language of instruction is English OR
Is Native American or Alaskan Native, or a native resident of the outlying areas; and		The opportunity to participate fully in society.
Comes from an environment where a language other than English has a significant impact on the individual's level of English language proficiency or		
Is migratory, and whose native language is a language other than English, and who comes from an environment where a language other the English is dominant		

## Section 6 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 7 Notification of Rights under FERPA**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who OBJECT to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1<sup>st</sup>.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official

committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

#### Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

#### Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Section 8 Notice Concerning Designation of Law Enforcement Unit**

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

### **Section 9 Notice Concerning Staff Qualifications**

The Every Student Succeeds Act of 2015 gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Maywood Public Schools will give parents/guardians the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or 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 or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 10 Privacy Protection Policy**

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and 58 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 11 Parental Involvement Policies**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

## **Section 12 Homeless Students Policy**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Jason Brown, who may be contacted at 308-362-4223.

## **Section 13 Lunch Program**

Maywood Public School has a lunch program for the students and staff. Maywood Public School will serve a nutritionally balanced breakfast and lunch each day school is in session starting at 7:30 and 11:15 am. Students will be able to purchase a breakfast and lunch that will not exceed \$3.50 in price. Adults can purchase lunch at \$3.75.

Payment for lunch may be made one at a time, but it is more convenient to have a sufficient number of meals paid for in advance. Students who meet federal guidelines may qualify for free or reduced price breakfast and lunches. The federal guidelines may be picked up at the office. **Refer to Board of Education policy 3012 School Meal Program and Meal Charges.**

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

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

## **Section 14 Asbestos Management**

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to identify and develop solutions for any problems that school may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled and rated the condition of the hazard potential of all material suspected of containing asbestos. We are pleased to report that our school does not contain asbestos materials which are reported to be damaged or significantly damaged.

Under the law, we still must maintain an asbestos management plan for the school and assign a designated asbestos coordinator to ensure no asbestos is introduced into the school. This plan is available for inspection in the school during regular school hours. We will continue to ensure that a healthy, safe school environment is maintained. Any inquires may be directed to Rick Gilmore, designated asbestos coordinator, telephone 308-362-4223.

## **Section 15 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

The following are definitions related to student fees:

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **Fees Charged by This District**

Guidelines for Clothing Required for Specified Courses and Activities. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

Safety Equipment and Attire. The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

Personal or Consumable Items. The district will not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

Extracurricular Activities. The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

- Student Activity Card: \$25.00, Adult \$35.00, Family \$100.00
  - Covers admission to all extracurricular events
- Future Business Leaders of America: \$20 for dues
- National Honor Society: N/A
- Cheerleading, Drill Team, Flag Corps: N/A
- Football:
  - Students must provide their own football shoes, undergarments, and mouth guards
- Golf:
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: N/A
- Cross Country, Basketball, Track, Volleyball, and Wrestling:
  - Students must provide their own shoes and undergarments
- Future Farmers of America: \$250
  - Students must purchase their own jackets and pay dues
- Band & Choir: \$20 for each group
  - Covers dues for fees and supplies

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Post-Secondary Education Costs. Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who elect to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

Transportation Costs. The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$1,000.

Copies of Student Files or Records. The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district may charge a fee of \$.10 per page for reproduction of student records.

Participation in Before-and-After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$500.

Participation in Summer School or Night School. The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$500.

Charges for Food Consumed by Students. The district may charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities. The maximum dollar amount charged by the district for the breakfast and lunch programs is \$3.50.

Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band: Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 may be required for use of school owned instrument.
- Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$500.

Contributions for Junior and Senior Class Extracurricular Activities. Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$100.

Waiver Policy. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible



students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Distribution of Policy. This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

Voluntary Contributions to Defray Costs. The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

Student Fee Fund. The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Student Supplies. Parents and students are reminded that they are responsible for certain necessary and reasonable supplies for use in the classroom. Pens, pencils, erasers, crayons, and specific teacher-requested items should be sent with the student. The school supplies many of the materials used by elementary students (e.g., penmanship paper, art supplies). Supplies requested by the teacher are usually items readily available at home or may be inexpensively purchased.

#### **CERTIFICATION**

On the 10th day of June, 2019, the Board of Education of Maywood Public School held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2018-2019 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.

#### Legal References:

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
- Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye-protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differential)

### **Section 17: 3012 School Meal Program and Meal Charges**

**Meal Program.** The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. The prices for the 2019-20 school year are as follows:

- Breakfast \$1.75 (All Students & Adults)
- Pre-K \$2.65, K-5 \$2.90, 6-12 \$3.15, Adults \$3.75
- Milk \$.50
- Seconds \$1.00 (All students who receive seconds are required to pay)

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

**Meal Charge Policy.** The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is: If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

#### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: July 10, 2017

## SHARING INFORMATION WITH OTHER PROGRAMS-*Optional*

Dear Parent/Guardian

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your child may qualify. For the following program, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

\_\_\_\_\_ YES! I DO want school officials to share information from my Free and Reduced Price School Meals with:  
(Check all that apply)

\_\_\_\_\_ Extracurricular Activities

\_\_\_\_\_ Materials for Course Projects

\_\_\_\_\_ Musical Instrument or optional Music Courses that are not extracurricular activities

If you checked any or all of the above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

NAME OF STUDENT	GRADE LEVEL OF STUDENT
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

**For more information, you may call Jason Brown, Superintendent at (308) 362-4223 or email at [jason.brown@maywoodtigers.org](mailto:jason.brown@maywoodtigers.org). Return this form to Mr. Brown or mail to POB 46, Maywood, NE 69038 by August 19, 2019**



**PARENTAL AUTHORIZATION AND RELEASE FORM**  
**ADMINISTRATION OF PRESCRIPTION & NON PRESCRIPTION DRUGS TO STUDENTS**

I give permission for my child \_\_\_\_\_ to be given the following medication by the school nurse or his/her designated representative.

Name of Medication: \_\_\_\_\_

Dosage of Medication: \_\_\_\_\_

Date/s Medication is to be administered: \_\_\_\_\_

Time Medication is to be administered: \_\_\_\_\_

Purpose of Medication: \_\_\_\_\_

Prescribing Physician: \_\_\_\_\_

**Regulations for Prescription Medications:**

- Written orders from a physician detailing the name of the drug, dosage, and time interval the medication is to be given – the pharmacy label attached to the medication is sufficient.
- Written permission from the parent or guardian of the student requesting that the school district comply with the physician's orders
- Medication must be brought to school in the original container appropriately labeled by the pharmacy
- The medication will be administered by the school nurse or other school official in the absence of the nurse.

**Regulation for Non-prescription Medications:**

- Written orders by a physician detailing the name of the drug, dosage, and time interval
- Written permission from the parent or guardian of the student requesting the administration of the medication by the school nurse or designated representative
- Medication must be in the original container.
- 

\_\_\_\_\_  
Date

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

Additional Information: \_\_\_\_\_



# EMERGENCY INFORMATION

Students Names:

1.	2.
3.	4.
5.	6.
7.	8.

---

Parent/Guardian's Name

---

Mailing Address

---

Home Phone

---

Parent/Guardian's E-mail Address

---

Father's Employer

---

Business/Cell Phone

---

Mother's Employer

---

Business/Cell Phone

---

Other person who may be contacted in Case of Emergency

---

Phone

---

Doctor

---

Phone





**2019-20**

**Maywood Public Schools**

**Chromebook Loan & User Agreement**

I accept and will abide by the Maywood Public Schools Chromebook Loan Agreement and the Technology Usage Agreement at all times while I am a student at Maywood Public Schools.

*A copy of the Chromebook Loan Agreement is located in the 2019-2020 Maywood Student-Parent Handbook.*

<b>STUDENT NAME</b>	<b>STUDENT SIGNATURE</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

---

Parent/Guardian Signature (Required)

Date

This form must be returned by August 15<sup>th</sup> for students in grades 9-12<sup>th</sup> in order to check-out computers on August 15<sup>th</sup>.





# MAYWOOD PUBLIC SCHOOL

*Striving for Excellence, Achieving Success*

[www.maywoodtigers.org](http://www.maywoodtigers.org)

PLEASE SIGN BELOW IF YOU ARE IN FULL AGREEMENT WITH THE FOLLOWING:

1. This signed receipt acknowledges understanding that the Parent-Student Handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge understanding that the district's policies of non-discrimination and equity exist in the handbook, and that specific complaint and grievance procedures exist therein which should be followed and used to response to any complaints of harassment of discrimination. The Parent-Student Handbook can be viewed online at [www.maywoodtigers.org](http://www.maywoodtigers.org).
2. This signed receipt further acknowledges receipt of the district and personal technology policies in the Parent-Student Handbook. (please check one)  
 I DO  
 I DO NOT  
give permission for the student to access network computer services and accept responsibility for such use and any consequences and liability, and the student agrees to fully comply with such policy.
3. Permission for your child to attend all field trips, field days, and special music program and practices throughout the school year. You will be notified of the activity but you will not need to sign another permission form for each individual event. This includes all college, careers class, organizations (FFA, FBLA, band, choir, etc.) and sports trips.
4. Permission for your child's name and picture to appear in the newspaper, television, Internet web pages, school information (MAP record board, etc.), the school yearbook, and school approved applications and websites.
5. In the event of an emergency I/we authorize medical treatment for my/our child while he/she at school or participating in school activities for this academic year.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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

\_\_\_\_\_  
Parent or Legal Guardian Signature

