

Agenda

1. Osceola Public Schools Board of Education Information
2. Opening Procedures
 - 2.1. Call the Meeting to Order
 - 2.2. Roll Call
 - 2.3. Excuse Board Members Who Are Absent
3. Approval of Agenda
4. Recognition of Visitors/Communications from the Public
5. Reports
 - 5.1. Principals Reports
 - 5.1.1. Elementary Report
 - 5.1.2. MS/HS Report
 - 5.2. Superintendent's Report
 - 5.3. Board Reports
6. Action Items
 - 6.1. Consent Agenda
 - 6.1.1. Approval of the Previous Meeting's Minutes
 - 6.1.2. Treasurer's Report
 - 6.1.3. Payment of general fund claims in the amount of \$327,526.16
 - 6.1.4. Payment of depreciation fund claim of \$\$5,944.00
 - 6.1.5. Payment of qualified capital purpose undertaking funds claims of \$5,357.50
 - 6.2. Consider, discuss and take all necessary action to approve Superintendent as Authorized District Representative starting July 1, 2017.
 - 6.3. Consider, discuss and take all necessary action to make handbook changes.
 - 6.4. Consider, discuss and take all necessary action on hiring Shauna Drozd as Custodian for 2017-18 school year.
 - 6.5. Consider, discuss and take all necessary action to hire Abby Bise as Elementary Para-Educator for 2017-18 school year.
 - 6.6. Consider, discuss and take all necessary action to hire Patricia Mentink as Elementary Para-Educator for 2017-18 school year.
 - 6.7. Consider, discuss and take all necessary action on bid to correct handicap drainage at Jeffery Elementary.
 - 6.8. Consider, discuss and take all necessary action to purchase upgrades to computer equipment.
 - 6.9. Consider, discuss and take all necessary action to make building improvements to the welding area of the shop.
 - 6.10. Consider, discuss and take all necessary action to appoint a person to replace Mr. Kropatsch's board position.
 - 6.11. Consider, discuss and take all necessary action to amend Purchasing Policy 3130.

- 6.12. Consider, discuss and take all necessary action to adopt Procurement Policy 3131.
- 6.13. Consider, discuss and take all necessary action to amend Anti -Harassment Policy 1200 and Employee Anti-Harassment Policy 4003.
- 6.14. Consider, discuss and take all necessary action to amend Business Operations Policy 3570.
- 6.15. Consider, discuss and take all necessary action to adopt Employee Fundraising Policy 4028.
- 6.16. Consider, discuss and take all necessary action to amend the Form of Summary of School Immunization Rules and Regulations Policy 5001.
- 6.17. Consider, discuss and take all necessary action to amend Part Time Enrollment Policy 5004.
- 6.18. Consider, discuss and take all necessary action to amend the Attachment to FERPA Notification of Rights Policy 5004.
- 6.19. Consider, discuss and take all necessary action to amend Student Interview Policy 5413.
- 6.20. Consider, discuss and take all necessary action to adopt Every Student Succeeds Act - Homeless Policy 5418.
- 6.21. Consider, discuss and take all necessary action to amend Internet Safety Policy 6800.
- 6.22. Consider, discuss and take all necessary action to amend Annual Organization Meeting Policy 8130.
- 6.23. Consider, discuss and take all necessary action to adopt Parliamentary Procedure Policy 9330.
7. Next Meeting Dates and Times
 - 7.1. Regular meeting July 10, 2017, 6:00 PM at the Osceola Middle/High Media Center.
8. Adjournment

**OSCEOLA PUBLIC SCHOOLS
EMERGENCY / CONTACT FORM**

17-18

Student Name (first, middle, last)	Date of Birth	Grade
Mailing Address (PO Box)		
Physical Address (Street Address)		E-mail Address
City	State	Zip
Father's Cell #:		Student's Cell #
Mother's Cell #:		

WHERE TO REACH PARENTS/GUARDIANS IF NOT AT HOME - PLACE OF WORK

MOTHER NAME: _____	WORK PLACE: _____	PHONE: _____
FATHER NAME: _____	WORK PLACE: _____	PHONE: _____

PERSONS TO CONTACT IF SCHOOL IS UNABLE TO REACH PARENTS/GUARDIANS

NAME: _____	RELATIONSHIP _____	PHONE: _____
NAME: _____	RELATIONSHIP _____	PHONE: _____

A school employee will apply first aid treatment until the family or their doctor can be contacted. All efforts will be made to contact parents/guardians or their designee in an emergency situation. If all efforts to contact the parents/guardians or their designee fail, we give our consent for school employees to use their own judgment in securing medical aid and /or ambulance service as needed.

PHYSICIAN: _____ PHONE: _____

DENTIST: _____ PHONE: _____

MEDICATIONS CURRENTLY TAKING: _____

ALLERGIES TO: Medications (list) _____ Bee Sting _____ Other _____

Asthma: YES ___ NO ___	Use Inhaler? YES ___ NO ___
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REMARKS/OTHER CONDITIONS: _____

<u>INSURANCE INFORMATION</u>	
FAMILY HEALTH INSURANCE CO: _____	POLICY #: _____
PRECERTIFICATION REQUIRED: YES ___ NO ___ PHONE NUMBER: _____	

_____ Parent/Guardian signature	_____ Date
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CONTINUED ON REVERSE SIDE

**OSCEOLA PUBLIC SCHOOLS
EMERGENCY / CONTACT FORM**

17-18

ARE YOU HISPANIC OR LATINO? (CHOOSE ONLY ONE)

(Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

_____ NO, NOT HISPANIC OR LATINO

_____ YES, HISPANIC OR LATINO

WHAT IS YOUR RACE? (CHOOSE ONE OR MORE)

_____ WHITE - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

_____ AMERICAN INDIAN OR ALASKA NATIVE - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment

_____ ASIAN - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

_____ BLACK OR AFRICAN AMERICAN - A person having origins in any of the black racial groups of Africa

_____ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

HOME LANGUAGE: _____

(Example: English, Spanish, German, etc.)

2017-2018 Osceola Public Schools

Participation in School Public Relations Activities

Students who attend school in Osceola Public Schools are occasionally asked to be a part of their school and the District's public relations activities. Some examples: student art work is sometimes displayed to the public and photographs of students at school are used in school publications including the school webpage.

In order to ensure your consent for your student to participate in such activities, the District asks that you and the student sign and return this form to the school for each of your children.

CONSENT

I consent to the Student (named below) participating in the Osceola Public School District's public relations activities. The District may use the Student's name, image (photograph or video), statements, works or performances (such as art work, musical recordings and writings) and other such information in its public relations activities. This can be done in the current school year or in the future.

I understand that this means that such information will be made available to the public, including but not limited to in school buildings and at school functions, in public places in the community, in school publications and in local, state and national publications, and on the school's web page. I waive any claims of copyright or ownership to the information that is used and waive any right to be paid or otherwise compensated for use of the information. I release the District and its employees or agents from any liability related to using the Student's information in the public relations activities.

This Consent is given freely and voluntarily. If I wish to rescind this consent I may do so at any time with written notice.

Date of Consent: _____

Student's Name: _____

(Print Name)

Parent/Guardian: _____

(Print Name)

(Parent/Guardian Signature)

PARENT PERMISSION FOR TRIPS

I understand educational field trips and excursions will be taken to businesses, other schools, public institutions, and places of amusement and other places from time to time during the school year for educational purposes. I give permission for my child(ren) to take such excursions and trips. The teacher shall exercise due care and caution in seeking the safety of his/her pupils while on such excursions.

Student _____ Grade _____

Student _____ Grade _____

Student _____ Grade _____

Student _____ Grade _____

Parent Signature _____ Date _____

Check if you do not want your child to go on any trips.

This permission will be in effect while your child is attending Jeffrey Elementary School. If at any time you wish to change your designation, contact the elementary office.

I have received and read a copy of the Jeffery Elementary Student – Parent Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in this handbook.

Parent/Guardian Signature: _____

Student(s) Signature(s): _____

CONDITIONAL ADMINISTRATIVE RIGHTS

The administration retains the **right** and **privilege** to issue penalties for acts of discipline

not specifically stated in the Osceola Elementary Student/Parent Handbook and to **alter** any penalties as they consider necessary. Furthermore, the administration reserves the right to amend any provision in the Handbook which they deem to be in the best interest of the student's educational process and/or the educational process of other students.

Family Education Rights and Privacy Act (FERPA) Model Notice for Directory Information

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

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

If you do not want Osceola Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of classes. Osceola Public Schools has designated the following information as directory information: [Note LEA may, but does not have to, include all the information listed below.]

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

The Family Educational Rights and Privacy Act (FERPA)

Statute: 20 U.S.C. -- 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records.
- Seek to amend education records.
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student"). If you have any questions regarding these rights please contact the administration.

LEAs must annually notify parents and eligible students of their rights under FERPA. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification LEAs is enclosed and is also available on FPCO's Web site – www.ed.gov/offices/OM/fpco.)

Parent or Guardian's Signature _____

Date _____

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL 17-18

Student Name:

Birth Date:

School:

Grade:

FOR **PRESCRIPTION** MEDICATION

THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
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If given prn specify the length of time between doses

Inhalers:

Indicate if student must carry on his/her person

Student is capable of self-administration of medication: Yes No

Possible side effects of medication:

It is safe for unlicensed staff to provide this student this medication: Yes _____ No

Emergency procedure in case of serious side effects:

I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

Date of Signature

Physician/Dentist/Provider Signature

Telephone Number

Name:

(Print or Type)

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given.

FOR **NON-PRESCRIPTION** MEDICATION

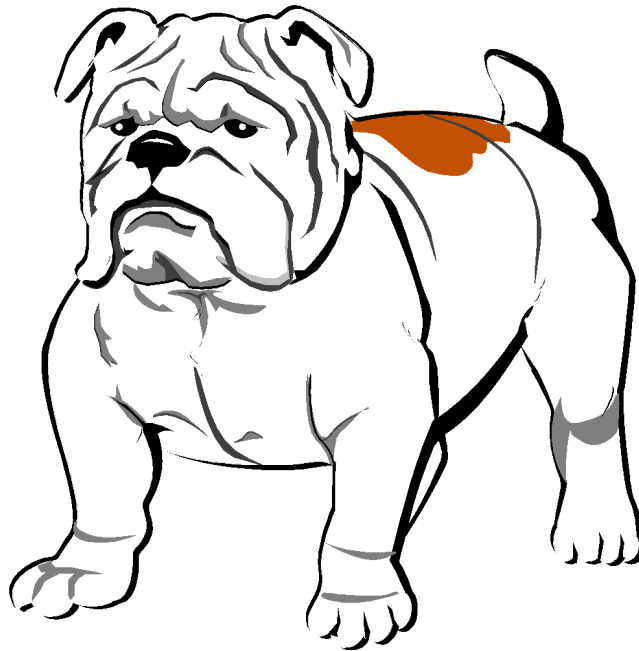
THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
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Please Note: Non-prescription Medication must be brought to school in the container in which they are sold. The container must be labeled by the parent/guardian giving the instructions for dosage and time interval of dosage. The

Conditions of Administration:

1. Medication will be administered by the administration or designee (nurse, teacher, teacher aide, secretary or cook) only.
2. Only the amount of medicine prescribed by the physician and/or parent will be dispensed at any one time. Recognizing that physicians do change dosages of some medications by phone, it shall be the procedure of the Osceola Public Schools that the parent must communicate, in writing, the new dosage levels to the school before prescribed dosages will be changed.
3. The person administering the medicine will ascertain that the student actually ingests the medicine while in the observation of the person administering the medicine.
4. The person administering the medication will maintain a record of students who receive medication and log each dosage.



**Osceola Public Schools
341 S Kimmel
P.O. Box 198
Osceola, NE 68651**

**402-747-2091 (Elementary)
402-747-3121 (High School)
402-747-3041 (Fax)**

Mr. Steve Rinehart

Mr. Brett Webster

Superintendent

Elementary Principal

This Handbook Belongs To:

Name _____

Address _____

City/State _____ Zip _____

Phone _____ Grade _____

CONTENTS BY PAGE

Public Relations Activities..... 3
Family Education and Privacy Act..... 5
Authorization for Administration of Medication at
School 6
Calendar 2014-2015..... 9
Elementary Staff 10
Mission Statement 10
OPS Network\Internet Use Agreement..... 11
Sexual Harassment..... 12
Notice of Nondiscrimination 14
Wednesday Night School Activities..... 14
Student Planners..... 14
School Communications..... 14
School Supplies..... 14
Lost and Found..... 14
Student Behavior Policy..... 14
Search/Questioning/Removal of Students... 15
Video Surveillance..... 16
PIPSS Discipline Model..... 16
Accidents..... 16
Grading System..... 17
Student Evaluation/Conference..... 16
Student Retention/Acceleration/Promotion.. 17
Attendance Policies.....17
Truancy and Tardiness..... 18
Activity Ticket..... 18
Band..... 18
Dress Code..... 18
Cold Weather Clothing/Recess..... 19
Concerns/School Personnel..... 19
Lunch Program..... 20

Nondiscrimination Statement..... 22
Emergencies - In Case Of..... 22
Insurance..... 22
Media Center..... 22
Asthma..... 22
Leaving School Grounds..... 22
Celebrations..... 23
Playground/Recess..... 23
Special Services..... 23
Transportation..... 25
Telephone Use and/or Address Change..... 25
Cell Phone and Electronic Devices..... 25
Textbook Damage..... 26
Visitors..... 26
Smoke Free Environment..... 26
Student Fees Policy..... 26
No Child Left Behind Act of 2001..... 29
Notice Concerning Staff Qualifications..... 29
Grievance Procedure..... 29
Anti-Bulling Policy..... 30
Board Policy – Student Discipline..... 32

CONTENTS BY TOPIC

Accidents..... 16
Activity Ticket..... 18
Anti-Bulling Policy..... 30
Asthma..... 22
Attendance Policies.....17
Authorization for Administration of Medication at
School 6
Band..... 18
Board Policy – Student Discipline..... 32
Calendar 2014-2015..... 9

Celebrations.....	22	Playground/Recess.....	23
Cell Phone and Electronic Devices.....	25	Public Relations Activities.....	3
Cold Weather Clothing/Recess.....	19	School Communications.....	14
Concerns/School Personnel.....	19	School Supplies.....	14
Dress Code.....	18	Search/Questioning/Removal of Students..	15
Elementary Staff	10	Sexual Harassment.....	12
Emergencies - In Case Of.....	22	Smoke Free Environment.....	26
Family Education and Privacy Act.....	5	Special Services.....	23
Grading System.....	17	Student Behavior Policy.....	14
Grievance Procedure.....	29	Student Evaluation/Conferences.....	16
Insurance.....	22	Student Fees Policy.....	26
Leaving School Grounds.....	22	Student Planners.....	14
Lost and Found.....	14	Student Retention/Acceleration/Promotion	17
Lunch Program.....	20	Telephone Use and/or Address Change.....	25
Media Center.....	22	Textbook Damage.....	26
Mission Statement	10	Transportation.....	25
No Child Left Behind Act of 2001.....	29	Truancy and Tardiness.....	18
Nondiscrimination Statement.....	20	Video Surveillance.....	16
Notice Concerning Staff Qualifications.....	27	Visitors.....	26
OPS Network\Internet Use Agreement.....	11	Wednesday Night School Activities.....	14
PIPSS Discipline Model.....	16		

JEFFREY ELEMENTARY STAFF

Administration

Mr. Steve Rinehart Superintendent
Mr. Dale Maynard Middle/High School Principal
Mr. Brett Webster Elementary Principal

Office Personnel

Mrs. Julie Rinehart
Mrs. Chelsey Tonniges

Elementary Teachers

Preschool Mrs. Susan Waller
Kindergarten Mrs. Stephanie Sterup
First Grade Ms. Jenna Johansen
Second Grade Mrs. Michelle Roberts
Third Grade Mrs. Nicole Kropatsch
Fourth Grade Mrs. Cheri Prososki
Fifth Grade Ms. Dot Snesrud
Class Size Reduction Mrs. Sarah Johnson
Physical Education Mr. Travis Nielsen
Vocal Music/Band Mrs. Sarah Evans
Art/Counselor K-5 Ms. Cec Waldmann
Counselor Dr. Jena Christensen
Keyboarding Mrs. Jola Carnes

Board of Education

Mrs. Debra Berry, Recording Secretary
Mrs. Jennifer Boruch
??????
Mr. Michael Neujahr
Mr. Tom Schlieff
Mr. Darin Sterup
Mr. Doug Rathjen

Paraprofessionals

Mrs. Abby Bise
Ms. Deb Runquist (Librarian)
Mrs. Janet Schott
Mrs. Carita Willits
Mrs. Marshe Augustine
Mrs. Penny Udey
Mrs. Pat Mentink

Maintenance

Mr. Brad Mead
Ms. Kim Hablitzel

Kitchen Staff

Mrs. Linda Oder
Mrs. Gail Channer- Burritt
Mrs. Julia Schram
Mrs. Vicki Klein

Special Services

Mrs. RaNae Turek
Mrs. Roxanne Page

Nurse

Mrs. Michelle Sterup

MISSION STATEMENT

The mission of the Osceola Public Schools in cooperation with families and community is to provide learning opportunities for all students to become responsible citizens in an ever-changing world.

WE BELIEVE:

- ❖ all students can achieve when curriculum and instruction are tailored to their specific and individual needs
- ❖ all students can achieve in a safe and respectful environment.
- ❖ pride, perseverance and positive work ethic are essential elements of student success
- ❖ students can achieve when educators, families, and community work together for common goals

***Providing Education Excellence for a Changing
World!***

OSCEOLA PUBLIC SCHOOLS
NETWORK\INTERNET USE AGREEMENT

Network/Internet access is available to students and teachers in Osceola Public Schools. We believe that an Internet/Network access offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an "electronic highway" connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and District communication, enhance productivity, and assist teachers in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of Internet/Network resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To use our computers, network and Internet connection, all students must obtain parental permission. **If the Parent Signature Page of the Student Handbook is not signed nor returned to our office by the date specified, your network account will be disabled and you will not be allowed to access or use our computers, network or the Internet. This includes usage of the computers for a specified class or classroom assignment. You will be required to use traditional means or an off campus computer to complete the work required.**

Internet/Network - Terms and Conditions

1) Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply.

2) The network/computers system is provided for students to conduct research and to perform assigned class work. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege - not a right.** That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet/Network/Computer privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

- **Students will not access web chats, Internet chat lines. This includes any program that allows the user to "chat" in real time with another individual on a computer.**
- **Students will not access their email accounts at the school.**
- **Students will not access their own or others "blogs" sites at school.**
- **Students are not to utilize proxy servers while using school computers**

First Offense: Removal from access to computers for one week. Second Offense: Removal from access to

computers for one month. Third Offense: Removal from access to Computers for one semester. Fourth Offense: Removal from the Computers for the rest of the school year. A letter will be sent to home to the parents explaining why the student was removed from the computers after each offense.

4) Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

5) Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, illegal material, or “cyber bullying”.

6) Physical or electronic tampering with computer resources is not permitted. This also includes the downloading or installation of unauthorized software/hardware without the approval of the network administrators. **Damaging computers, computer systems, “hacking” computers, networks, or other users’ files intentionally will result in cancellation of privileges, possible suspension from school, and possible criminal prosecution. Any hardware/software confiscated will become the property of Osceola Public Schools.**

7) Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.

8) Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to logon to the Network/Internet as anyone but you may result in cancellation of user privileges.

9) The downloading or uploading via the internet, flash drives, mp3 players, cell phones or other USB interface devices of music, software, video, etc. onto the computers or network without the permission of the teacher or system administrator is not allowed.

10) Usage of the network and the Internet will be monitored and could result in the cancellation of computer/network/internet privileges.

11) Osceola Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, viruses or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

12) All communication and information accessible via the computer resources shall be regarded as private property and will be treated as confidential information. However, school and system administrators may review files and messages to maintain system integrity and insure that users are using the system responsibly. The school networks and computers are school property, just as student lockers, and will be susceptible to administrator examination at any time. Messages or other data relating to or in support of illegal activities may be reported to the authorities.

13) Students who facilitate or knowingly fail to report the inappropriate use of the school’s network and computers may have their technology privileges revoked.

SEXUAL HARASSMENT

In compliance with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and the Nebraska Equal Opportunity and Education Act, Osceola Public School policy prohibits discrimination based on race, color, age, sex, marital status, handicap, or religious or political affiliation.

Purpose

To establish procedures for handling allegations of sexual harassment of (1) school employees by other school employees, (2) school employees by school students, (3) school students by school employees, and (4) school students by other school students.

Definitions

Sexual harassment shall mean any unwanted and/or unwelcome visual, verbal, or physical sexual behavior that is offensive to a reasonable person.

Visual sexual harassment shall mean:

1. showing sexually explicit pictures, cartoons, or drawings without an educational justification.
2. exhibiting inappropriate displays of affection.
3. displaying sexually suggestive gestures.

Verbal sexual harassment shall mean:

1. demanding sexual favors.
2. relating sexually explicit jokes.
3. making suggestive or insulting sexual comments.

Physical sexual harassment shall mean:

1. touching in a sexually inappropriate manner.

Policy

Sexual harassment of any employee, certificated or non-certificated, or student by any individual under the jurisdiction of the Osceola Public Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth herein.

Regarding school employees, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

1. submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Regarding students, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school-sanctioned program.
2. submission to or rejection of such conduct by an individual is used as a basis for any decision that may affect the educational standing of an individual.
3. such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive environment.

Responsibility

All Osceola school employees have the responsibility of keeping school officers informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual harassment. It is the responsibility of each administrative officer, principal, department head, and supervisor to provide a working and academic environment free of sexual harassment or sexual intimidation. The school will take prompt action to investigate and act upon instances of alleged sexual harassment.

Procedures Regarding Complaints of Sexual Harassment

In order to receive information from any person concerning allegations of conduct prohibited by this policy, all employees shall be provided a copy of the district's form, "Complaint and Consent to Investigate Allegations of Sexual Harassment" at the commencement of their employment or as soon thereafter as is reasonable.

Availability of the form, "Complaint and Consent to Investigate Allegations of Sexual Harassment" shall be made known to all students in grades Kindergarten through twelve through the student handbook at the beginning of each school year. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students. Copies of the complaint form are available in the superintendent's office.

1. Upon receipt of any complaint submitted on the proper form, the superintendent shall undertake an investigation subject to any limitations placed upon the investigation by the complaining party and indicated on the complaint form. This investigation may include taking a statement from the accused.
2. After the investigation is completed, the superintendent shall confer with the person or persons against whom

the complaint has been lodged; shall inform that person or persons of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, and any statements or allegations made by such witnesses that are known to the superintendent; and shall give such person or persons a fair opportunity to present his/her/their version of the facts involved in the complaint. The superintendent shall cause to be created a written record of the version(s) presented by the accused.

3. Upon the conclusion of the investigation, the superintendent shall make a determination that (a) the behavior complained about did or did not occur; and (b) sexual harassment was or was not the intent of the behavior. A report of these determinations shall be given to the complainant and the accused.

4. Upon conclusion of the investigation, the superintendent shall take immediate and appropriate action as is required in his or her discretion within the bounds of the law and within his or her legal authority.

Notice of Nondiscrimination

In compliance with the Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; section 501 of the Rehabilitation Act of 1978; Osceola Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

It is the intent of Osceola Public Schools to comply with both this letter and spirit of the law in making certain discrimination does not exist in the policies, regulations and operations.

Specific complaints of alleged discrimination under Title IX (sex) and section 504 (handicap) should be referred to Steve Rinehart, Supt. Osceola Public Schools, PO Box 198, Osceola, Ne 68651, telephone number (402) 747-3121. Title IX and Section 504 complaints can also be filed with the Office of Civil Rights, as follows: Region VII Office of Civil Rights, Department of Education, 10220 No. Executive Blvd., 8th floor Kansas City, MO. 64153 (Phone 810-891-8026)

WEDNESDAY NIGHT SCHOOL ACTIVITIES

Osceola Public Schools will not schedule activities on Wednesday evenings after 6:30 p.m. Students will not be restricted from participating in activities sponsored by NSAA that are scheduled past 6:30p.m. There will be no practices or activities on Sunday or holidays without prior approval from the activities administrator.

STUDENT PLANNERS

Students in grades 2 -5 are issued a student planner to be used to for recording homework assignments and to facilitate communication between home and school. Students need to bring their planners to school everyday. Students who lose their planner will be required to pay \$5 for its replacement.

SCHOOL COMMUNICATIONS

Osceola Public School has the following options for parents and/or students to access school and district information:

1. District Monthly Newsletter mailed to all patrons.
2. Osceola Public Schools web site at www.osceolaschools.org
3. Jeffrey Elementary bi-weekly newsletter (Puppy Pause) is either sent home with students, at parent request, or can be accessed through the Osceola Public Schools web site.
4. Jeffrey Elementary Facebook Page

SCHOOL SUPPLIES

Parents will be supplied with a school supply list each year by their child's classroom teacher. Please check periodically throughout the year to see if your student needs any of their supplies replenished.

Unless requested to by a teacher, students should not bring any items to school that are not on the school supply list. This includes toys, handheld games, etc. Items of this nature that are needed for before or after school purposes should be kept in student backpacks and not used during the school day. If your child brings valuable items to school, the school is not responsible for lost/stolen/damaged items.

LOST AND FOUND

Lost and found clothing items are stored in a container in the school entrance area. All other lost and found items are stored in the office area.

STUDENT BEHAVIOR POLICY

The entire staff believes that when students recognize their strengths and realize success, they will strive for a

higher level of expertise each day. Our goal is to teach students self-management skills that are based on success. Mutual respect is stressed between educators and students.

We believe in acknowledging positive actions and promoting responsible behavior. In this way, we hope to help children become motivated and confident individuals who will become credits to their families, school and community. To this end, the faculty and staff at Jeffrey Elementary pledge to provide opportunities for students to be successful each day and to develop responsible behaviors.

The following are general rules of conduct for all students at Jeffrey Elementary:

1. Students have primary responsibility for their actions. Self-control is encouraged.
2. Students must observe the safety rules of the school for their own safety and that of others.
3. Students shall respect the property of others around them.
4. Students must show respect for the truth.
5. Students shall follow classroom rules established by the teacher.
6. Respect for all school staff shall be observed at all times.

When it is in the best interest of the student, disciplinary action may be taken by the teacher that maintains classroom order. This action may include, but is not limited to:

- a. Phone call or personal conference with the parents.
- b. Referral to the building principal for further disciplinary action.
- c. Denial of classroom privileges.
- d. Denial of recess privileges.
- e. Detention after normal school hours.

After teacher intervention has failed, the principal's action may include, but is not limited to:

- a. In-school suspension of class attendance.
- b. Out-of-school suspension of class attendance.
- c. Expulsion from school.

The philosophy of Jeffrey Elementary is that every student has a right to the educational process as long as he/she does not disrupt the educational rights of another student or students. At all times, the parents will be informed as to any discipline problems that a student might experience.

The Administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Jeffrey Elementary School Handbook and to alter any penalties as they consider necessary. Furthermore, the administration reserves the right to amend any provision in the handbook which they deem to be in the best interest of the student's educational process.

SEARCH/QUESTIONING/REMOVAL OF STUDENTS

Students suspected of being in violation of school regulations or civil laws may have their personal belongings searched. Such search will be conducted by the principal or his designee and will be in accord with constitutional guarantees.

"The legality of a search of a student should depend simply on the reasonableness, under the circumstances of the search"

The inquiry into the reasonableness of a search is two fold:

1. The action must be justified at its inception. A search satisfies the first inquiry when there are reasonable grounds for suspecting that the search will uncover evidence of a rule or criminal violation.
2. The scope of the search must be reasonably related to the circumstances. A search satisfies the second inquiry when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction [New Jersey v. T.L.O., 469 U.S. 325 (1985)]

Questioning of students by law enforcement officers within the Osceola Public Schools shall occur under the following circumstances:

1. Parent permission must be obtained prior to law enforcement officials questioning students at school unless:
 - (a) The student is 18 years of age or older and willingly consents to the questioning
 - (b) A crime has been or is suspected to have been committed on school premises.
 - (c) An officer enters the building in active pursuit of active criminal behavior.
 - (d) The student is being questioned as a result of an investigation of child abuse or neglect.
2. A school representative shall be present as part of all interviews unless a parent is present. The school

representative shall not participate in the questioning of the student.

3. The school representative will notify the student being interviewed that they do not have to answer any questions posed to them by law enforcement officials and will provide the student an opportunity to contact a parent prior to answering any questions.

Removal from the building. The Principal or his/her designee will allow law enforcement officers to remove students from the school building only in the following situations:

- (a) The officer has a signed warrant for the student's arrest.
- (b) A court order is presented giving custody of the child to another individual or agency.
- (c) The principal or his/her designee has requested the removal of the student.
- (d) The student is arrested for a crime committed on school premises or as a result of an officer's active pursuit of active criminal behavior.

When the Principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding:

1. The release of the minor to the officer
2. The place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. Ref.79-294]

VIDEO SURVEILLANCE

Video cameras are utilized, for safety purposes, to assist in the monitoring of activities inside and outside the school building.

PIPSS DISCIPLINE MODEL

~~Oseola Public Schools has implemented a program entitled "Performance Improvement Problem Solving System," designed to assist our students in achieving success, not only in the classroom, but also in their lives outside of school.~~

~~PIPSS, is based on the premise that students stand a better chance to succeed in their academic endeavors if they can meet the following "student performance goals":~~

- ~~*Arrive to school on time and ready to learn.~~
- ~~*Use class work time appropriately.~~
- ~~*Complete assignments.~~
- ~~*Show respect for people and property.~~
- ~~*Follow teacher directions.~~

~~Often the reason students have difficulty in class, struggle with low grades, become disciplinary problems to their teachers and administrators, or develop inappropriate social skills can be traced back to their inability to meet one or more of the above-listed performance goals.~~

~~When a student fails to meet a performance goal, he/she receives a "consequence". There are four levels of consequences; a student gets three at each level. After three, a conference must be held within five (5) days with the student, teacher, and a parent all in attendance. Following each consequence, the teacher and student meet to develop a plan for improvement. We do not use the PIPS model K-5. We only use it in the 5th Grade second semester so I would like to just remove the whole thing from the handbook.~~

ACCIDENTS

In the event of an accident that injures a student, either at school, on the school bus, or while engaged in any school-authorized activity for which medical treatment other than normal first aid is required, parents will be notified immediately. It is important that accurate information be provided by the parents on the "Emergency/Contact Form" that is filled out at the beginning of the school term. **SHOULD CHANGES IN STATUS (address, phone, job, etc.) OCCUR, IT IS VITAL TO FORWARD THAT INFORMATION TO THE SCHOOL OFFICE. Medical treatment will not be provided by hospitals without parental permission.** All personnel are required to fill out an accident report form in the event of an accident to any student. Our emergency procedure for serious accidents is as follows:

1. Call the parents immediately.

2. As per instructions from the parents, call medical personnel to alert them of the situation.
3. Either call an ambulance or get the child medical attention as soon as possible.

It is important to note that there is no single procedure for all cases. Each case will be handled according to Red Cross procedures. Emergency training for all school personnel is provided through in-service education on an annual basis.

GRADING SYSTEM

~~Letter grades are not used in Kindergarten. Instead, a checklist measuring specific standards of performance is used. Curriculum objectives will be listed and mastery of those skills will be individually recorded using teacher observations, parent interviews and curriculum-based examinations.~~

In kindergarten through second grade we ~~Grades one and two~~ use the "E-S-I-N" letter grading system. Progress is determined by standards of performance expected for each grade level.

Grades three through five use the "A-B-C-D-F" letter and numerical grading. Progress is determined by standards of performance expected for each grade level.

STUDENT EVALUATION AND CONFERENCES

At the end of each nine-week period, a report (report card) is prepared for students and their parents indicating the student's academic achievement, attendance and other information related to the overall program of the student. Regular grade reports will be used to improve communication. Parents are encouraged to participate in two regularly scheduled parent/teacher conferences. Parents or teachers may request special conferences at any time during the school year.

STUDENT RETENTION/ ACCELERATION/PROMOTION

Because the public schools of the district are dedicated to the total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program. Parent input is actively sought.

ATTENDANCE POLICY

School Hours:

Regular school hours at Jeffrey Elementary are from 8:20 AM to 3:30 PM

Absences:

At Jeffrey Elementary, it is important for every child to attend school on a regular basis in order to develop both academically and socially. **Please try to schedule appointments after school hours. If this is not possible, please try to minimize the time your child is gone during the school day. School attendance is mandated by state law, and it is the responsibility of the parents to insure that excessive absences do not occur.**

The following policy rules should guide your actions in the event of an absence:

Excusable Absences:

1. Illness or temporary physical disability. (An absence of more than 3 days requires a note from the physician.)
2. Death or serious illness of an immediate family member.
3. Religious observance.
4. Exclusion from school due to a contagious condition.

If a student misses ten (10) days of school during one semester or (20) days a year, the county attorney will be notified. All absences, whether excused, unexcused, or truant, will be counted toward the 10 day limit.

Notification to Parents/Guardians for absences from school will be as follows:

- *After the 5th absence, a notification letter will be sent to the parent.
- *After the 7th absence, a notification letter will be sent to the parent.
- *After the 9th absence, a final warning will be sent to the parent.
- *After the 10th absence, a letter will be sent to the county attorney and the parent.

Following an absence, the student should present a written excuse from the parent to the teacher. Homework should be sent home for the student if the student will be absent for more than a day. It is the student's responsibility to talk to the teacher to make up work that was missed.

After a reasonable amount of time, should the make-up work not be completed, the teacher may deny recess privileges to allow the student more in-school time to complete the work. Loss of credit for missing assignments may occur if homework is not completed as arranged.

Children with bad colds and/or other illnesses, which may be communicable to other students, are encouraged to stay home. Students should be fever free for 24 hours before returning to school. If school personnel find head lice on a child, they will be sent home. They may return to school after they have had proper treatment of the head lice. Upon reentry to school, students may be checked. If there are visible lice or nits, students will be sent home. School personnel have the right to check students for head lice at any time. **Please call the school by 8:15 a.m. to report a student absence.** Students' parents will be notified unless we have been contacted by the parent.

Restrictions from regular activities:

A child may be excused from physical education or recess for one day with a note from the parent. A doctor's statement should be submitted if parents wish to restrict their child's participation in physical education or recess for more than one day.

Dismissal/Arrival of students during school day:

If it is necessary to take your child for a dental, doctor or some other appointment during the school day, please write a note in advance to the teacher or call the office. (Reminder: please provide adequate notice before the child is to leave school.) Before leaving, the student should check out with the teacher and the office.

When a student returns to school during the school day, he/she should report to the elementary office before going to their classroom.

An absence of less than 3.5 hours will be counted as a half-day absence; an absence of 3.5 hours or more will be counted as a whole day.

Tardiness:

A child is considered tardy if he/she arrives after 8:20 a.m., but before 9:00 a.m. When a child is tardy, one of two negative outcomes can result. Either the teacher must stop working with the rest of the class to explain what the tardy child has missed, or the tardy child misses important information about what is expected that day. Students will be allowed two tardies each semester without penalty. Students who are late to school more than two days per semester will serve a 30 minute after school detention.

If a pattern of absences or tardiness develops:

1. The teacher/principal will contact the parent to make sure there is no misunderstanding about arrival time.
2. The teacher/principal will document the results of this conference and place a copy in the child's folder.
3. If absence or tardiness problems continue, more serious action based on the teacher's and principal's recommendations, may result.
4. Excessive absences or tardiness will require a personal conference with the parents to resolve the problem. This conference will include the teacher and the building principal.

TRUANCY AND TARDINESS

Truancy and tardiness are violations of school rules. If a child continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the compulsory attendance statutes, warning him/her to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, then the principal shall file a report with the county attorney of the county in which such person resides.

ACTIVITY TICKETS

Students in Grades K-12 may purchase an activity ticket. ~~There is no charge for Kindergarten.~~ **There is no charge for preschool students.** This activity ticket is good for all school assemblies and home athletic contests, except tournaments. If a student does not have an activity ticket, admission for an assembly or athletic contest must be paid.

BAND

Band instruction is available to children in the fifth grade on an elective basis. Depending on the instrument

that is chosen, band can be an expensive activity. Parents and children should discuss this elective activity to determine if the ability, desire and commitment to participate in band exist.

DRESS CODE

In general, dress sensibly. Students not properly clothed will be required to correct the situation immediately. All students will be required to wear shoes while in school. Examples of unacceptable attire:

1. Ragged or dirty clothing of any kind.
2. Any shirt that is excessively loose or designed to show excessive skin will not be allowed.
3. Abbreviated mini-skirts or abbreviated shorts.
4. Clothing bearing beer or liquor emblems, obscene pictures or drawings of other undesirable words, phrases, or slogans.
5. Any type of clothing which draws undue attention.
6. Hats, caps or sunglasses will not be acceptable in the school building during school hours. Caps may be worn during athletic activities provided they are removed during the National Anthem, are not disruptive in any manner and are worn responsibly. After the first warning, hats and caps will be confiscated.
7. See-through clothing or clothing that is excessively revealing such as bare back or low cut.

The principal or any faculty member may decide a student is in violation of the dress code. A student who violates the dress code will visit with the principal, the parent will be notified, and arrangements will be made for a change of clothing.

COLD WEATHER CLOTHING/RECESS

Heavier jackets or coats, hats, gloves or mittens are essential items for recess activities during cold weather. It is the parent's responsibility to provide proper outerwear for their children; if this is a hardship, please contact the school office. BOOTS ARE TO BE WORN IN WET OR SNOWY WEATHER. All clothing and personal items should be marked with the child's name. Coats must be worn if 60 degrees or colder.

Most children will be on the playground for thirty minutes at noon or a reduced time depending on weather conditions. All children will be expected to go outside (weather permitting) every day. If the child forgets his/her boots on rainy or snowy day, he/she will be allowed to play on the concrete to prevent him/her from getting wet feet. Parents are the best judge for the type of clothing their children wear to school. School personnel will become involved in student dress, if, in their judgment, the dress is considered a threat to the health of the child (cold weather).

CONCERNS ABOUT SCHOOL PERSONNEL

Constructive criticism is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the school to do its tasks more effectively. If a complaint about a school employee is referred to the principal, the individual employee will be advised of the complaint and will be given an opportunity for explanation, comment and presentation of the facts as he or she sees them. A conference will be scheduled if any of the parties involved request such a meeting for clarification and a solution to the problem.

Lunch Program

School lunch and breakfast are served daily (no breakfast will be served when there is a late start). Breakfast is served from 7:45AM to 8:10AM. Students arriving after 8:10 will not have time to eat a full breakfast. All five food groups are made available to the students with certain serving sizes. The two separate vegetable/fruit food items are offered from several choices. Parents and other family members are encouraged to join their child for breakfast and lunch.

The price for meals and milk is set annually by the Board of Education. Financial assistance is provided to families that apply and qualify (forms are available at the school office). Each breakfast and lunch meal is priced as a unit and students may take 3, 4 or 5 different items for the same price. All breakfasts and lunches are scanned as students and their guests go through the line. Entree seconds and extra milks are offered daily and charged accordingly. Students are to sign up for entree seconds during lunch count in the morning.

CHILDREN ARE NOT PERMITTED TO LEAVE THE BUILDING OR SCHOOL GROUNDS DURING THE LUNCH PERIOD UNLESS PARENTS REQUEST SPECIAL PERMISSION. Children may bring a **nutritional** lunch from home if they choose. Students who bring a lunch from home can purchase milk separately, if they desire.

The following guidelines help make mealtimes a more pleasant experience:

1. All students are expected to be orderly and respectful in the lunchroom.
2. Food may not be taken from the cafeteria.
3. Students who choose to eat a hot lunch may not bring extra food.
4. Students are required to take milk; if they are unable to drink milk, a written note from parents is required.
5. Students who are not able to abide by the cafeteria rules may be excluded from eating with their classmates for a period of time.

Protocol for Delinquent Lunch Accounts

The Osceola lunch program is not required by state or federal law to provide a meal at no charge to students. Students and adults are expected to pay cash daily or pay in advance for all food purchases. It is the responsibility of the family to keep their lunch account up-to-date. We encourage the parents/guardians to maintain their child's account throughout the school year, as not being able to charge can be embarrassing to your child and other students. Parents are responsible for all meals charged to their child's account. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the Osceola Hot Lunch Program, the District will operate under the following guidelines.

1. When a family's lunch balance is at zero or below, the students will receive an alternative lunch (one that still meets the requirements of the National School Lunch Program, such as a sandwich, milk and fruit, etc.) until the family account balance has sufficient funds to debit the account for meals. In an effort to work with parents/guardians whose family accounts are delinquent, it will be the parents/guardians responsibility to request alternative payment plans that will fit their particular situations. However, if terms are not followed, collection agency and/or District Court action may be taken. **Communicating with the school is important!**
2. Students will not be permitted to purchase a la carte (extra) items if their family account is at \$0 or below.
3. Free and Reduced-Price Lunch Students
 - a. Free lunch status allows a child to receive one free breakfast and lunch every day. A la carte items are not part of the USDA program and may be charged only if the account balance is enough to cover the cost of the item.
 - b. Reduced-Price Meal status students will be subject to the same guidelines described in item 1 above. An alternative meal will be provided until the account has sufficient funds to debit the account for reduced priced meals. A la carte items are not part of the USDA program and will not be allowed to be charged if the account does not have sufficient funds.
4. Free or reduced lunch prices are available for families that qualify. If your financial circumstances have changed, or if you have simply never taken the time to complete the required paperwork to see if your family qualifies to receive a free or reduced lunch price, please take the opportunity to do so. The income guidelines, which are established annually

by the Federal government, ~~are below~~ can be picked up at the Elementary Office. As federal dollars are used frequently for federal aid to schools, please check to see if your family qualifies for free or reduced price lunches then contact the school.

5. Adults will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance, unless prior arrangements have been made with lunch personnel.

Nondiscrimination Statement

The United States Department of Agriculture's required nondiscrimination statement has been amended and reads as follows:

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal Opportunity provider and employer."

This institution is an equal opportunity provider.

EMERGENCIES IN CASE OF....

Fire Drills

A continuous alarm is sounded. Walk, DO NOT RUN. Go to the correct exit explained by your teacher. Class groups must stay together.

Tornado Drills

A continuous siren over the intercom is sounded. Walk, DO NOT RUN. Go to the correct place explained by your teacher.

Cancellation of School Due to Weather Conditions

When severe weather closes school before the day begins, local radio stations and TV stations are the first to be contacted. When possible, announcements will be made on:

KLKN-TV	Channel 11	Lincoln
KOLN	Channel 10	Lincoln
KLIR	101.1 FM	Columbus
KZ100	100.3 FM	Central City

If possible, an automated message will be sent via the phone from School Reach.

Emergency School Closing During the School Day

Arrangements should be made in advance in the event of an emergency school closing during the school day. Please sit down with your child and discuss what your child is to do if children are sent home during the school day. Closing information will be made on the same stations as mentioned before. Also, an automated call will be launched to notify parents of closing, late starts, and early dismissals due to inclement weather.

INSURANCE

Student Insurance is offered on a district wide basis. It is available for twenty-four (24) hour protection or just during school hours. Parents are encouraged to participate in this inexpensive insurance program if no other health insurance exists for family members.

MEDIA CENTER

The media center (library) has a variety of learning materials available. These include: library books, periodicals, and reference books. All items checked out from the media center become the responsibility of the child and parents. The cost of items that are damaged, lost or not returned will be charged to the parents. Fines are .05 per day per book.

ASTHMA

Students with **known** asthma should have the "Asthma Action Plan" and "Authorization for Administration of

Medications at School” forms filled out and signed by their physician and parent and placed on file at the school yearly. These forms may be obtained at the school office.

The State of Nebraska has mandated the “Emergency Asthma and Anaphylaxis Protocol” in case of an emergency situation. Copies of this protocol may be obtained at the school office.

LEAVING THE SCHOOL GROUNDS

After arriving at school, students are not to leave the school grounds without special permission from his/her parent or guardian. A student wishing to eat lunch outside of school must furnish the principal with a written authorization signed by the student's parent or guardian.

CELEBRATIONS

There are two school parties during the school year: Christmas and Valentine's Day. These activities are limited to a short time during the school day.

Invitations for birthday or other parties (not school sponsored) may be distributed at school if a child invites all classmates, or if a boy invites all of the boys in the classroom, or a girl invites all of the girls in the classroom. If this is not possible, please mail invitations.

PLAYGROUND RECESS PROCEDURES

Children learn to take turns, share and cooperate with each other during recess. Muscles and muscle coordination are also developed through play activities.

Guidelines for behavior and usage of equipment are provided to teach children how to have fun in a safe way.

Playground Rules:

1. Students are expected to follow directions of the playground supervisor.
2. Each child should respect school property, materials and equipment.
3. Baseballs and baseball bats are not permitted.
4. Snow and objects other than balls are not to be thrown.
5. Tackle football is not permitted.
6. Fighting, pushing, kicking and hitting are not permitted.
7. Profane language or indecent conduct will not be tolerated.

SPECIAL SERVICES

Title 1 Parent Involvement Policy

The District’s Title I Parental Involvement Policy is established in compliance with the ~~No Child Left Behind Act~~ ESSA. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

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

1. Involving parents in the joint development of the District’s Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

School Wide Parent, Student and Teacher Compact

Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Communicate with child and school
- Read to and listen to children read
- Provide place, time, materials and assistance for homework

Student:

- Believe I can and will learn
- Demonstrate responsibility to being prepared and completing assignments
- Show respect and pride for self, school and others

Teachers:

- Maintain open lines of communication between school and family
- Communicate expectations clearly
- Help each student reach full potential

Student Assistance Team (S.A.T.)

Any student with social or academic difficulties may be referred to the S.A.T. Parents may request a referral by contacting and consulting with their child's teacher. The S.A.T. is comprised of a designated S.A.T. coordinator, classroom teacher(s), and an administrator. Others, such as the resource teacher may be called on for assistance as well. The parent is encouraged to attend and be part of the team. The student may also be part of the team.

The purpose of the S.A.T. is to gather relevant information, including the identification of specific concerns and the student's strengths. It is a team problem solving process with the goal of developing strategies to help the student.

The team meets as needed following the implementation of the plan and review and evaluate the student's progress as stated in the plan. If a student needs additional help, they may be referred to a Multidisciplinary Team for further testing.

Resource Program

The resource program provides special services for students who have been identified with a disability according to Rule 51. The resource teacher works collaboratively with parents and regular education teachers in providing an appropriate program for students with special needs. Each student has an I.E.P. (Individual Education Program) which contains individual goals and objectives for the school year. It is a priority of the entire staff to assure that the resource program be inclusionary in meeting the individual, academic, and social needs of students.

Speech and Hearing Services

A licensed Speech and Language pathologist evaluates children referred for possible speech or hearing problems.

Therapy language sessions address problems with articulation, delayed language, cleft palate, voice, stuttering and hearing loss. The students have an I.E.P. (Individual Education Program) that is written by the multidisciplinary team (including teachers and parents). The speech and language pathologist may work with the students

individually, in groups, or within the regular classroom.

Guidance Services

Classroom guidance sessions occur weekly. Guidance counselors are available as consultants to parents and educators. Individual counseling services are available to students.

Response to Intervention (RTI)-Multi-Tier System of Supports (MTSS)

At Osceola Public schools we strive to make all students successful. We have implemented ~~Response to Intervention (RTI)~~ Multi-Tier System of Supports (MTSS) for all of our students. We have time built into our school day for all students to receive extra practice, enrichment, or silent reading time. If a student is struggling with a skill, they may be pulled from class during that time for small group or one-on-one assistance in the area that needs additional attention. We are also going to utilize before school time for ~~RTI~~ MTSS. ~~RTI~~ MTSS is a regular education function. ~~RTI~~ MTSS benefits all of our students.

TRANSPORTATION

Bus Riders

Riding the bus to and from school and field trips is a **privilege** provided to children by the school district. Children are expected to be at their bus stops on time and to behave in a proper manner. The following rules help ensure the safe transportation of students on school buses:

1. Children should be waiting at their assigned stop when the school bus arrives. If a child is late, the driver will wait a very short time.
2. Upon entering the bus, children go immediately to their assigned seats and sit down.
3. No child shall stand or move from place to place after entering the bus.
4. Children will be respectful of others in their words and actions.
5. Loud, boisterous or profane language or indecent conduct will not be tolerated.
6. Windows and doors are opened and closed only with permission from the bus driver.
7. Riders may enter or leave the bus only after it has come to a complete stop and the driver has opened the door.
8. Food, candy and beverages may be consumed on the bus with the driver's approval. If a student has an open beverage bottle or can on the bus, they are accountable for any messes made.
9. Students should not mark or deface the bus or any of its equipment.

Children will not be denied the privilege of riding the school bus as long as they follow the rules and regulations that have been established. However, if a child does not cooperate with the bus driver, the following steps will be taken:

1. The bus driver will give the child a verbal warning.
2. The bus driver will inform the parents (by telephone or in writing using a bus conduct form) and a plan for improvement will be developed with the assistance of the building principal.
3. If the problem is not resolved, the bus driver will recommend to the school principal that the child be suspended from riding the bus. The principal has sole responsibility for suspension.

Any variations in the bus routes will be noted to parents through the driver or letter from the school.

The buses are run for all the students on your route. **Parents should call a day before, if possible, if the student is not going to ride, or if a student is to be added to the route.**

Non-Bus Riders

Children who do not ride the bus to school and who do not plan to eat breakfast, should arrive at school no earlier than 8:00 AM.

It is helpful when parents emphasize pedestrian and bicycle safety to and from school. Children should never accept rides from strangers.

The school will not be held responsible for any damage to or theft of bicycles. Upon reaching the school property, children should walk their bicycles on the sidewalks and immediately place their bicycles IN THE BICYCLE RACKS.

Students should be picked up promptly after school is dismissed. After school transportation plans should be communicated to school personnel in writing.

We ask your help in urging your child to please stay off private property on their way to and from school.

TELEPHONE USE AND/OR ADDRESS CHANGE

It is important for your child to be responsible. Children will be permitted to use the telephone if they forget things; it will be the parent's decision as to whether circumstances merit bringing requested items to school.

Please notify the school if your telephone or address has been changed. This request is for your family's protection should an emergency arise. Please be sure the office has a second emergency name and phone number, in case you cannot be reached.

Cell Phones and other electronic devices

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

Students must keep their electronic devices turned off and out of sight during the school day. These include but are not limited to cell phones, i-pods, DSi's, etc... Exceptions to this rule must be approved by the principal and/or teacher in advance. Students who violate this rule will have their device turned into the principal's office with the following consequences.

- 1st Offense:** Device is taken to the office, parents are called and student may pick it up after school.
- 2nd Offense:** Device is taken to the office, parents are called and parent must pick up the device at the office between 7:30 am and 4:30 pm.
- 3rd Offense:** The parents will be notified of the violation. The device will be held for five school days. The parent, student and principal will have a conference at the end of the five days. The parent will pick up the device between 7:30 am and 4:30 pm after the five school days.
- 4th Offense:** The parents will be notified of the violation. The device will be held for ten school days. The parent, student and principal will have a conference at the end of the ten days. The parent will pick up the device between 7:30 am and 4:30 pm after the ten school days.
- 5th Offense:** The parents will be notified of the violation. The device will be held for fifteen school days. The parent, student and principal will have a conference at the end of the fifteen days. The parent will pick up the device between 7:30 am and 4:30 pm after the fifteen school days.
- 6th Offense** and all offenses after, the parents will be notified of the violation. The device will be held for thirty school days. The parent, student and principal will have a conference at the end of the thirty days. The parent will pick up the device between 7:30 am and 4:30 pm after the thirty school days.

TEXTBOOK DAMAGE

Children will be fined for damaged or lost textbooks, library books, or school furnished supplies.

VISITORS

Visitors please report to the school office when you arrive.

Families are encouraged to visit school and/or confer with teachers or the principal concerning the academic and social progress of their child. If parents need a conference, please call ahead or check with the teacher to schedule a specific time. For this to be a positive visit for parents, teachers and students, please plan to monitor your younger child or children to avoid distractions that interfere with student learning. If the students are taking a standardized test and need a totally distraction free setting, the teacher may ask the parent to schedule another time for the visit.

We encourage parents and family members to join us for lunch. Students are always pleased to have their family sit and eat with them during this social time. Student visits by students outside the district are not permitted.

SMOKE FREE ENVIRONMENT

Osceola Public Schools maintains a smoke free environment. Smoking is not permitted on school grounds or in school buildings.

STUDENT FEES POLICY

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2016-2017 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be

required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2009-2010 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

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

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees

required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

~~NO CHILD LEFT BEHIND ACT OF 2001~~

~~Jeffrey Elementary School is in compliance with the No Child Left Behind Act of 2001. If you have questions about this Act, contact the elementary principal.~~

NOTICE CONCERNING STAFF QUALIFICATIONS

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Osceola Public Schools will give timely notice 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.

GRIEVANCE PROCEDURE

A grievance should be presented in writing to:

Level 1: The Principal or counselor who should schedule with the grievant for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The principal or counselor must hold a conference within five (5) school days' time of the date of filing.

Level 2: If a grievant is not satisfied with the resolution made at level one, the grievant may appeal in writing to the Superintendent for an informal conference and discussion of said grievance. The grievant may be represented at the conference with the Superintendent by any adult, but the grievant must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear.

Level 3: If a grievant is not satisfied with the resolution made at level two, the grievant may appeal to the Board Of Education for an informal conference and discussion of said grievance. The decision at this level is considered final within the school structure.

[Ref. 79-2,118-79-2,123]

The Administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Jeffrey Elementary Student Handbook and to alter any penalties as they consider necessary. Furthermore, the administration reserves the right to amend any provision in the Handbook which they deem to be in the best interest of the students' educational process.

ANTI-BULLYING POLICY

The Osceola Public Schools Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide a positive example for student behavior.

“Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

“Harassment” is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Osceola Public Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers and contractors.

The Osceola Public Schools Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Osceola Public Schools Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to constructively attempt to stop a bully's actions or report the incident to school officials.

The Osceola Public Schools Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture

- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board of Education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the development age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act.

The Osceola Public Schools Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Osceola Public Schools Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. The administration will investigate all claims of harassment in a timely manner.

The Osceola Public Schools Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Osceola Public Schools Board of Education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The Osceola Public Schools Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee-training program and handbook.

BOARD POLICY **STUDENT DISCIPLINE**

Student Discipline

- A. **Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. 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:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - c. 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.
 - d. 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.
 - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
 - a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the

student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - c. 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 in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. 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.
4. 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 are 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 8. Public indecency or sexual conduct.
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is

- filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or 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.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 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.

- D. 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.

Hearing Procedure:

- a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify.

Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

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

B. Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

C. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the

student's parents or guardian as soon as possible.

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

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

D. Building Entry and Movement

Students involved in special activities before 8:00 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. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

E. Respect for Persons and Property

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District. Students may be asked to provide restitution for damages caused by acts of vandalism. Law enforcement officials may be contacted.

F. Tobacco/Alcohol and Other Drugs

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district.

Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296

Jeffery Elementary

June 12, 2017

Brett Webster

- All teachers checked out for the summer.
- Hand Book is ready to go.
- Multicultural/Technology Reports are also attached.

On May 1st we watched a video called Internet Safety for Kids K-3 and discussed the important points that were taught. On Wednesday May 1st our grade school Counselor also spoke to them about Internet safety.

Kindergarten

The morning before we were going to use the computer lab for the first time, I brought up the big idea of being a digital citizen. I began with the definition of a digital citizen and then made a chart with: What do they know, what do they want to learn, and what did they learn. The main focus of this lesson was to make sure students understood the idea of not sharing information on the Internet and there are other people who try to get that information and use it against you.

First Grade

On April 13, we started a unit on Native Americans. We went on a field trip to Stuhr Museum where the students learned about the Pawnee Indians' culture, their two types of homes, the different ways they used the buffalo, the tools and clothing they made, and the roles of the men, women, and children. The students got a true feeling of what it was like to live long ago as a Pawnee Indian and what types of measures they had to take in order to live and survive. They also learned about their language, the roles of the men and women, the role of the buffalo, and the types of homes they lived in. They were given the opportunity to learn some sign language as well as practice the picture writing the Native Americans used. As part of the unit, the students were given a special at-home project to create either a tepee or an earth lodge using creativity and neatness.

2nd Grade

In our social studies curriculum we study communities. We define what a community is, what it looks like, and describe the community we live in. Then we look at three other communities, a Spanish mission, Native American, and a community in Colonial times. After studying all these communities we look at the similarities and differences between them. The students also create their own communities based on what we have studied and learned.

3rd Grade

In our Regions/Nebraska History textbooks we talk about the changes that have taken place in all 5 regions and throughout Nebraska history. We cover such things as Sequoyah and the Cherokee Nation, the Trail of Tears, Thomas Jefferson and Civil Rights, Underground Railroads, and all the way to the Emancipation Proclamation. We also talked about how many countries have struggled for their freedom as well.

4th Grade

Computer Safety 2017

I used the computer safety modules from Common Sense Media website (<http://www.commonsensemedia.org/educators/curriculum>) to varying degrees.

Grades 3 - 5

Unit	Category	Title	Description
1	•	Rings of Responsibility	Students explore what it means to be responsible to and respectful of their offline and online communities as a way to learn how to be good digital citizens.
	•	Private and Personal Information	How can you protect yourself from online identity theft? Students think critically about the information they share online.
	•	The Power of Words	Students consider that they may get online messages from other kids that can make them feel angry, hurt, sad, or fearful. Students identify actions that will make them Upstanders in the face of cyberbullying.
	•	The Key to Keywords	Students learn strategies to increase the accuracy of their keyword searches and make inferences about the effectiveness of the strategies.
	•	Whose Is It, Anyway?	Students learn that copying the work of others and presenting it as one's own is called plagiarism. They also learn about when and how it's ok to use the work of others.
2	•	Strong Passwords	Students learn how to create secure passwords in order to protect their private information and accounts online.
	•	Digital Citizenship Pledge	Students work together to outline common expectations in order to build a strong digital citizenship community. Each member of the class signs a We the Digital Citizens Pledge.
	•	You've Won a Prize!	Students learn what spam is, the forms it takes, and then identify strategies for dealing with it.
	•	How to Cite a Site	Students reflect on the importance of citing all sources when they do research. They then learn how to write bibliographical citations for online sources.

	• • •	Picture Perfect	Students learn how photos can be altered digitally. They will consider the creative upsides of photo alteration, as well as its power to distort our perceptions of beauty and health.
3	• •	Talking Safely Online	Students learn that the Internet is a great place to develop rewarding relationships. But they also learn not to reveal private information to a person they know only online.
	• •	Super Digital Citizen	Students explore Spider-Man's motto, "with great power comes great responsibility" through the lens of digital citizenship. They create comic strips show a digital superhero who witnesses an act of poor digital citizenship, and then helps resolve it.
	•	Privacy Rules	Students learn that children's websites must protect their private information. They learn to identify these secure sites by looking for their privacy policies and privacy seals of approval.
	• •	What's Cyberbullying?	Students explore how it feels to be cyberbullied, how cyberbullying is similar to or different than in-person bullying, and learn strategies for handling cyberbullying when it arises.
	• •	Selling Stereotypes	Students explore how the media can play a powerful role in shaping our ideas about girls and boys. They practice identifying messages about gender roles in two online activity zones for kids.

5th Grade

BULLDOG



HANDBOOK

for the students of

**OSCEOLA MIDDLE SCHOOL
&
OSCEOLA HIGH SCHOOL**

2017-2018

2017-2018 Osceola Public Schools
Participation in School Public Relations Activities

Students who attend school in Osceola Public Schools are occasionally asked to be a part of their school and the District's public relations activities. Some examples: student art work is sometimes displayed to the public and photographs of students at school are used in school publications including the school webpage.

In order to ensure your consent for your student to participate in such activities, the District asks that you and the student sign and return this form to the school for each of your children.

CONSENT

I consent to the Student (named below) participating in the Osceola Public School District's public relations activities. The District may use the Student's name, image (photograph or video), statements, works or performances (such as art work, musical recordings and writings) and other such information in its public relations activities. This can be done in the current school year or in the future.

I understand that this means that such information will be made available to the public, including but not limited to in school buildings and at school functions, in public places in the community, in school publications and in local, state and national publications, and on the school's web page. I waive any claims of copyright or ownership to the information that is used and waive any right to be paid or otherwise compensated for use of the information. I release the District and its employees or agents from any liability related to using the Student's information in the public relations activities.

This Consent is given freely and voluntarily. If I wish to rescind this consent I may do so at any time with written notice

2017-2018 Osceola Public Schools

Participation in School Public Relations Activities

Date of Consent: _____

Student's Name: _____
(Print Name)

Parent/Guardian: _____
(Print Name)

(Parent/Guardian Signature)

VERIFICATION OF PARENT/GUARDIAN
AND STUDENT
REVIEW OF STUDENT HANDBOOK

This verification page must be signed and returned
to school by

August 18, 2017

This is to certify that we (parent/guardian, student) have received and read the 2017-2018 Student Handbook, which contains the policies and other rules and regulations of Osceola Middle School and Senior High School including the Family Educational Rights and Privacy Act (FERPA), and the Internet Safety and Acceptable Use Policy.

(Signature) _____
(Parent/Guardian)

(Print Name) _____
(Parent/Guardian)

(Date) _____

(Signature) _____
(Student)

(Print Name) _____
(Student)

(Date) _____

Any discrepancies between the Osceola Student Handbook and current Board policy shall be corrected to comply with Board policy.

Polk County School District #19 procedures require that the school keep this signed verification form on file.

Family Education Rights and Privacy Act (FERPA) Model Notice for Directory Information

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

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

If you do not want Osceola Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of classes. Osceola Public Schools has designated the following information as directory information: [Note LEA may, but does not have to, include all the information listed below.]

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

- Dates of attendance
- Grade level

The Family Educational Rights and Privacy Act (FERPA)

Statute: 20 U.S.C. -- 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records.
- Seek to amend education records.
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student"). If you have any questions regarding these rights please contact the administration.

LEAs must annually notify parents and eligible students of their rights under FERPA. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification LEAs is enclosed and is also available on FPCO's Web site – www.ed.gov/offices/OM/fpc/.)

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. **Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.**
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

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

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

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

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

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

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

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

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

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

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

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

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

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

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

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

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

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

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

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement

authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT

In order to make sure that all members of Osceola Public School community understand and agree to these rules of conduct, Osceola Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Osceola Public School, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Osceola Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Osceola Public School, any of its employees, or any institution providing network access to Osceola Public School responsible for the performance of the system or the content of any material accessed through it.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS PARENT'S AGREEMENT

In order to make sure that all members of Osceola Public School community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Osceola Public School. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Osceola Public School responsible for materials acquired or sent via the network.

I agree not to hold the Osceola Public School, any of its employees, or any institution providing network access to Osceola Public School responsible for the performance of the system or the content of any material accessed through it.

STATEMENT

The mission of the Osceola Public Schools in cooperation with families and community is to provide learning opportunities for all students to become responsible citizens in an ever-changing world.

WE BELIEVE:

- ° all students can achieve when curriculum and instruction are tailored to their specific and individual needs.
- ° all students can achieve in a safe and respectful environment.
- ° pride, perseverance and positive work ethic are essential elements of student success.
- ° students can achieve when educators, families, and community work together for common goals.

TABLE OF CONTENTS BY TOPIC

2017-2018 MS/HS Class Schedule	27
Absences Due to School Activities	72
Academic Eligibility	102
Academic Integrity	44
Accident Insurance	82
Accidents or Illness	77
Accreditation	30
Activity Funds	103
Activity Insurance	105
Activity Scheduling	102
Activity Tickets	85
Alternative Education	64
Anti-Bullying Policy	31
Asthma	82
Athletic Equipment	105
Attendance	70
Automobiles	80
Building Entry and Movement	72
Bulldog, The	86
Bus Rules	81
Care of Equipment and Facilities	84
Celebration	80
Cell Phones	74
Class Sponsors	23
College Dual Credit Policy	39
Commons Area	85
Current Courses	41
Curriculum/Class Schedules	40
Detention-Staying After School	51
Disciplinary Action	50
Dress Code	73
Drug and Substance Use and Prevention	31
Early Dismissal/Late Start	72
Emergency Dismissal	81
Excused Absences	70
Extracurricular Activity Policy	106
Family Educational Rights and Privacy Act	5
Family Vacation	71
Fire/Tornado Drills	82
First Period Tardy	72
Friday Schedule	72
Food & Beverages	80

(TABLE OF CONTENTS BY TOPIC ... continued)

Grade Conversion Tables	48
Grade Placement/Advancement to the next Grade	39
Graduation	40
Guidance Service	92
Hall Passes	75
Handbook Parent/Student Signature Page	4
High School Events	86
Honor Roll	48
Inappropriate Public Display of Affection (IPDA)	74
In-School Suspension	51
Introduction	29
Leaving School Grounds	76
Lockers	84
Lost and Found	85
Medication	82
Mission Statement	15
Multidisciplinary Team Process	91
National Honor Society	103
No Child Left Behind Act of 2001 (compliance statement)	91
Non-Discrimination Policy	30
Non-Discrimination Statement in Lunch Program Section	30
Notice Concerning Student Recruiting Information	30
Notice to Parents About Staff Qualifications	23
NSAA High School Eligibility	100
Open Campus Lunch	77
Option Enrollment Policy	85
OPS 2017-2018 Calendar	25
OPS Network/Internet Agreement	7
Osceola MS/HS Board Members & Staff	20
Participation in School Public Relations Activities	1
Participation in School Public Relations Activities	
Signature Page	3
Participation Rules	105
Permission to Leave School During the Day	76
Philosophy of Osceola Public Schools	29
PIPSS Discipline Model	49
Pre-Arranged Admit/Make-Up Slips	71
Protocol for Delinquent Lunch Accounts	78
Recording of Credits	43
Regular Schedule	72
Reinstatement of Credits/Appeal	43
Requirements for Graduation	38

(TABLE OF CONTENTS BY TOPIC ... continued)

Removal From Class to Office	51
Resource Program	92
Scholarships	40
School Activities	104
School Attendance on Days of Activities	71
School Lunch & Lunch Tickets	79
Search/Question/Removal	65
Semester Tests	39
Speech & Hearing Services	92
Sexual Harassment	35
Sports Physical Examination	105
Student Assistance Process	91
Student Council	104
Students Exclusions, Suspensions, and Expulsion	51
Student Evaluation and Conferences	44
Student Fees Policy	86
Student Grievance Procedure	68
Student Retention/Acceleration/Promotion	44
Student Rights and Responsibilities	67
Study Skills Listening	99
Study Skills Note Taking	95
Study Skills Test Taking	97
Study Skills Time Management	93
Table of Contents by Topic	16
Table of Contents by Page	18
Tardy to Class	72
Telephone Calls	85
Textbooks	85
Tobacco/Smoke Free Environment	31
Truancy and Tardiness	76
Video Surveillance	85
Visitors	75
Wednesday Night School Activities	102
Weight Room -- Use by students/athletes	106

TABLE OF CONTENTS BY PAGE

Participation in School Public Relations Activities	1
Participation in School Public Relations Activities	
Signature Page	3
Handbook Signature Page	4
Family Educational Rights and Privacy Act	5
OPS Network/Internet Agreement	7

(TABLE OF CONTENTS BY PAGE ... continued)

Mission Statement	15
Table of Contents by Topic	16
Table of Contents by Page	18
Osceola Public Schools Board Members and Staff	22
Class Sponsors	23
Notice Concerning Staff Qualifications	23
Osceola Public School 2017-2018 Calendar	25
2017-2018 MS/HS Class Schedule	27
Introduction	29
Philosophy of Osceola Public Schools	29
Accreditation	30
Non-Discrimination Policy	30
Notice Concerning Student Recruiting Information	30
Non-Discrimination Statement in Lunch Program Section	30
Drug and Substance Use and Prevention	31
Tobacco/Smoke Free Environment	31
Anti-Bullying Policy	31
Sexual Harassment	35
Requirements for Graduation	38
Grade Placement/Advancement to the next Grade	39
College Dual Credit Policy	39
Semester Tests	39
Graduation	40
Scholarships	40
Curriculum/Class Schedules	40
Current Courses	41
Recording of Credits	43
Reinstatement of Credits/Appeal	43
Student Evaluation and Conferences	44
Student Retention/Acceleration/Promotion	44
Academic Integrity	44
Grade Conversion Tables	48
Honor Roll	48
PIPSS Discipline Model	49
Disciplinary Action	50
Removal From Class to Office	51
Detention-Staying After School	51
In-School Suspension	51
Students Exclusions, Suspensions, and Expulsion	51
Alternative Education	64
Search/Question/Removal	65
Student Rights and Responsibilities	67

(TABLE OF CONTENTS BY PAGE ... continued)

Student Grievance Procedure	68
Attendance	70
Excused Absences	70
School Attendance on Days of Activities	71
Family Vacation	71
Pre-Arranged Admit/Make-Up Slips	71
Regular Schedule	72
Friday Schedule	72
Building Entry and Movement	72
Early Dismissal/Late Start	72
Tardy to Class	72
First Period Tardy	72
Absences Due to School Activities	72
Dress Code	73
Inappropriate Public Display of Affection (IPDA)	74
Cell Phones	74
Visitors	75
Hall Passes	75
Truancy and Tardiness	76
Leaving School Grounds	76
Permission to Leave School During the Day	76
Accidents or Illness	77
Open Campus Lunch	77
Protocol for Delinquent Lunch Accounts	78
School Lunch & Lunch Tickets	79
Gum/Food & Beverages	80
Celebration	80
Automobiles	80
Bus Rules	81
Emergency Dismissal	81
Fire/Tornado Drills	82
Accident Insurance	82
Asthma	82
Medication	82
Care of Equipment and Facilities	84
Lockers	84
Textbooks	85
Commons Area	85
Telephone Calls	85
Video Surveillance	85
Lost and Found	85
Activity Tickets	85

(TABLE OF CONTENTS BY PAGE ... continued)

Option Enrollment Policy	85
High School Events	86
Bulldog, The	86
Student Fees Policy	86
No Child Left Behind Act of 2001 (compliance statement)	91
Student Assistance Process	91
Multidisciplinary Team Process	91
Resource Program	92
Speech & Hearing Services	92
Guidance Service	92
Study Skills Time Management	93
Study Skills Note Taking	95
Study Skills Test Taking	97
Study Skills Listening	99
NSAA High School Eligibility	100
Academic Eligibility	102
Wednesday Night School Activities	102
Activity Scheduling	102
Activity Funds	103
National Honor Society	103
School Activities	104
Student Council	104
Sports Physical Examination	105
Participation Rules	105
Activity Insurance	105
Athletic Equipment	105
Weight Room -- Use by students/athletes	106
Extracurricular Activity Policy	106

OSCEOLA PUBLIC SCHOOLS STAFF**BOARD OF EDUCATION**

President	Tom Schleif
Vice-President	Jennifer Boruch
Treasurer	Doug Rathjen
Members	Christine Gaedeke Mike Neujahr
Recording Secretary	Deb Berry

ADMINISTRATION

Steve Rinehart	Superintendent
Dale Maynard	6-12 Principal
Brett Webster	K-5 Principal

MIDDLE SCHOOL/HIGH SCHOOL FACULTY

Jerry Caraway	Science, Asst., Golf, AD
Joan Caraway	MS Science, Asst. Track
Jola Carnes	Business Ed, Library/Media, FBLA
Phillip Doerr	6-12 Social Studies, MS FB
James Ekart	8-12 Math, MS GBB
Jenni Erhart	English, School Yearbook, One-Act, Spring Play, Quiz Bowl
Donald Frencen	Science, Math, MS Track HD GBB
Kim Green	MS/HS Resource, Student Council
Sarah Evans	Instrumental Music, Vocal Choir
Jena Mentink	Speech Coach, SLP
TJ Nielsen	MS PE, HD TR, HD FB, Weights
Roxanne Page	MS Reading, NHS
Suzanne Peterson	Spanish, Fam. Con. Sc., Embroidery
Steve Schmit	Agriculture Ed., FFA
Gail Staehr	Middle School, Reading, Math, Social Studies
Dr. Jenna Christensen	English, 6-12 Counselor, MS VB, MS Track
Cecile Waldmann	6-12 Art

SUPPORT STAFF

Cheryl Anderson	Para Educator
Deb Berry	Business Manager
Mark Erhart	Para Educator, Bus Driver, MS Track
Gail Channer	Kitchen
Tom Fritz	Custodian
Kim Hablitzel	Custodian

Linda Oder	Kitchen
Tom Peterson	Bus Driver
Julia Schram	Kitchen
Jennie Bartling	Administrative Assistant

CLASS SPONSORS

Middle School	Jenni Erhart, Roxanne Page, Gail Staehr, Joan Caraway
Freshmen	Sarah Evans, Don Frenzen
Sophomores	Jola Carnes, Phil Doerr
Juniors	James Ekart, Dr. Jenna Christiansen
Seniors	Suzanne Peterson, Cec Waldmann

NOTICE CONCERNING STAFF QUALIFICATIONS

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

- 1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- 3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Osceola Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

INTRODUCTION

The purpose of the Bulldog Handbook is to inform students of school policies, regulations, services, activities, operations, emergency procedures, and educational opportunities provided by District #19. It is hoped that the handbook will serve as a useful guide to students and parents whenever questions arise.

It is the students' responsibility to know and to be familiar with the information contained in this handbook. Failure to know the information contained herein is not a valid excuse for not adhering to the regulations of the school. This handbook should be shared with parents so that they will better understand the responsibilities of the students to the school and the responsibilities the school has to students.

As a student, you will receive no more from your education than you are willing to invest in terms of time, effort and participation. The patrons of the Osceola School District have placed excellent facilities and resources at your disposal. Your cooperation and the extent to which you apply your abilities and interests will determine your success, both now as a student now and later as an adult. It is an important fact to realize, that with buildings and people, the foundation determines the product.

The Board of Education of the Osceola Public Schools remains committed to provide the best education possible to all students, and the information in this handbook will help you become aware of the opportunities available to you.

Teachers, coaches, sponsors, support staff, and administrators are here to provide a positive educational atmosphere and an appropriate education for all students. The more willing and cooperative students are, the better the results. Each student carries the responsibility of performance and mature behavior. Have the courage and self-discipline to do the right things at the right times.

PHILOSOPHY OF OSCEOLA PUBLIC SCHOOLS

The Osceola Public School system believes that all students can learn. To ensure this belief, the school system shall provide the best educational development, shall prepare the student for an active part in society, and shall teach our democratic heritage. The aim of the school is to meet individual student needs, interests, and abilities, by making curriculum as relevant and as challenging as possible.

Our school shall ensure that each student has the opportunity to

receive an education, which develops his/her abilities and interests and is consistent with foreseeable educational and occupational opportunities. Important considerations shall be to build self-confidence, to induce a love of learning, and to develop basic competencies for all students.

ACCREDITATION

Osceola High School is proud to hold both State and National accreditation. Osceola Public Schools is accredited by the State of **Nebraska Department of Education, as well as Nationally by AdvancEd, the latter since 1913.**

NON-DISCRIMINATION POLICY

It is the policy of Osceola Public Schools not to discriminate against any person on the basis of race, sex, handicap, religion, color, or national origin in its educational program, activities and employment policies as required by Title IX, Section 504 and Title VI of the Education Amendments. Inquiries regarding compliance with Title IX, Section 504 and Title VI may be directed to the Superintendent, P. O. Box 198, Osceola, NE 68651, telephone number (402) 747-3121 or to the Director of the Office for Civil Rights, Department of Education, Washington, DC 20202.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Osceola Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Osceola Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Osceola Public Schools will comply with any such request.

NON-DISCRIMINATION STATEMENT IN LUNCH PROGRAM SECTION

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

DRUG AND SUBSTANCE USE AND PREVENTION

By signing and returning the signature page of this handbook the student and parent/guardian are demonstrating they have received notice of the standards of conduct of this District expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. PART 86, both federal legal requirements for the District to obtain any federal financial assistance. Your signature of this handbook acknowledges that you and your child or children who are students attending this District fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

TOBACCO/SMOKE FREE ENVIRONMENT

Osceola Public Schools maintains a tobacco/smoke free environment. Any tobacco is not permitted on school grounds or in school buildings. Smoking is not permitted on school grounds or in school buildings.

ANTI-BULLYING POLICY

The Osceola Public Schools Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide a positive example for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or harassment or bullying whether it takes place on or off school property,

at any school-sponsored function, or in a school vehicle by any other distinguishing characteristic. Such behavior is considered

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Osceola Public Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers and contractors.

The Osceola Public Schools Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Osceola Public Schools Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to constructively attempt to stop a bully's actions or report the incident to school officials.

The Osceola Public Schools Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships

- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board of Education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the development age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*, *prevent another occurrence* of the behavior; and *protect the victim* of the act.

The Osceola Public Schools Board of Education requires the
34

principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Osceola Public Schools Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. The administration will investigate all claims of harassment in a timely manner.

The Osceola Public Schools Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Osceola Public Schools Board of Education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The Osceola Public Schools Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

SEXUAL HARASSMENT

In compliance with Title VII of the Civil Rights Act of 1964, as
35

amended, Title IX of the Education Amendments of 1972, and the Nebraska Equal Opportunity and Education Act, Osceola Public School policy prohibits discrimination based on race, color, age, sex, marital status, handicap, or religious or political affiliation.

Purpose

To establish procedures for handling allegations of sexual harassment of (1) school employees by other school employees, (2) school employees by school students, (3) school students by school employees, and (4) school students by other school students.

Definitions

Sexual harassment shall mean any unwanted and/or unwelcome visual, verbal, or physical sexual behavior that is offensive to a reasonable person.

Visual sexual harassment shall mean:

1. showing sexually explicit pictures, cartoons, or drawings without an educational justification.
2. exhibiting inappropriate displays of affection.
3. displaying sexually suggestive gestures.

Verbal sexual harassment shall mean:

1. demanding sexual favors.
2. relating sexually explicit jokes.
3. making suggestive or insulting sexual comments.

Physical sexual harassment shall mean:

1. touching in a sexually inappropriate manner.

Policy

Sexual harassment of any employee, certificated or non-certificated, or student by any individual under the jurisdiction of the Osceola Public Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth herein.

Regarding school employees, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

1. submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

36

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

Regarding students, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school-sanctioned program.

2. submission to or rejection of such conduct by an individual is used as a basis for any decision that may affect the educational standing of an individual.

3. such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive environment.

Responsibility

All Osceola school employees have the responsibility of keeping school officers informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual harassment. It is the responsibility of each administrative officer, principal, department head, and supervisor to provide a working and academic environment free of sexual harassment or sexual intimidation. The school will take prompt action to investigate and act upon instances of alleged sexual harassment.

Procedures Regarding Complaints of Sexual Harassment

In order to receive information from any person concerning allegations of conduct prohibited by this policy, all employees shall be provided a copy of the district's form, "Complaint and Consent to Investigate Allegations of Sexual Harassment" at the commencement of their employment or as soon thereafter as is reasonable.

Availability of the form, "Complaint and Consent to Investigate Allegations of Sexual Harassment" shall be made known to all students in grades Kindergarten through twelve through the student handbook at the beginning of each school year. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students. Copies of the complaint form are available in the superintendent's office.

1. Upon receipt of any complaint submitted on the proper form, the superintendent shall undertake an investigation subject to any

limitations placed upon the investigation by the complaining party and indicated on the complaint form. This investigation may include taking a

37

statement from the accused.

2. After the investigation is completed, the superintendent shall confer with the person or persons against whom the complaint has been lodged; shall inform that person or persons of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, and any statements or allegations made by such witnesses that are known to the superintendent; and shall give such person or persons a fair opportunity to present his/her/their version of the facts involved in the complaint. The superintendent shall cause to be created a written record of the version(s) presented by the accused.

3. Upon the conclusion of the investigation, the superintendent shall make a determination that (a) the behavior complained about did or did not occur; and (b) sexual harassment was or was not the intent of the behavior. A report of these determinations shall be given to the complainant and the accused.

4. Upon conclusion of the investigation, the superintendent shall take immediate and appropriate action as is required in his or her discretion within the bounds of the law and within his or her legal authority.

REQUIREMENTS FOR GRADUATION

A. Basic Subject Requirements:

- 1) English, 8 sem. 40 credits
- 2) Science, 6 sem. 30 credits
- 3) Social Science 30 credits
- 4) Math, 6 sem. 30 credits
- 5) P.E./Health, 4 sem. 20 credits
- 6) Computer Skills 2 sem. 10 credits
- 7) Speech 1 sem. 5 credits

Total credits, required subjects: 170 credits

Total credits, elective subjects: 75 credits

Required credits for graduation: 240 credits

Required: Physical Science, Biology, American Government, Psychology or Sociology.

B. Recommendations for college-bound students:

- 1) 4 years of English
- 2) 3-4 years of Mathematics including Algebra I, Geometry, Advanced Algebra, Advanced Math. Any student going to UNL MUST have 4 years of Math.

3) 3-4 years of Science chosen from Physical Science, Biology, Chemistry, Physics, Anatomy, Advanced Biology

38

4) 4 years of Social Science chosen from World History, American History, American Government, Economics, Cultural Diversity, Geography, Civics, Psychology, and Sociology.

5) Two or more years of a foreign language.

6) Computer Technology

GRADE PLACEMENT/ADVANCEMENT TO NEXT GRADE LEVEL

Based on the graduation requirements above, students must have earned a minimum number of credits to remain with the class in which they enter the 9th grade. A student may rejoin their class once the minimum hours are obtained.

10th grade – must have 60 hours minimum

11th grade – must have 120 hours minimum

12th grade – must have 180 hours minimum

A student transferring from an approved or accredited school will be placed in Osceola Public Schools at the grade level that is comparable to the placement in the school at the grade level indicated above. Temporary placement may be made until a student's records are received to verify the placement.

COLLEGE DUAL CREDIT POLICY

Students who take college classes from a person who meets the certification criteria to teach the class may take the class as dual credit. The class or classes taken may count as a substitute for any class required for graduation. The student will need to get prior approval from the Principal and parents/guardian before enrolling.

For the purpose of converting the student's grade from the college's grading scale to the school's grading scale, the grade range will be established using the numerical grade range of the college and the numerical grade earned will be converted to the school's grading system. For example, if the numerical grade range for an "A" from the college is a 90-100 and the student scores a 90, the student will earn a 94%.

Cost for these classes are the responsibility of the student.

SEMESTER TESTS

Semester tests are required of all students in grades 9-12 in all subject areas. Project based finals are counted as a Semester Finals.

Semester test will count for no more than 10% of a student's semester grade. Middle School Students do not take semester tests. Semester test days are listed on the school calendar.

39

The two days prior to the beginning of scheduled semester tests shall be used as review days for classes with announced exams. In those classes, no new material will be taught and no new assignments will be given during the review days.

GRADUATION

The date of graduation will be determined by the Board of Education. Rental of caps and gowns will be paid from the senior class treasury if funds are available. Otherwise, each senior will pay for his or her own cap and gown. All students who have met the attendance requirements may participate in graduation exercises at the end of the school year. All students who have successfully completed the requirements listed above will be entitled to receive a diploma certifying their graduation from Osceola High School. Students who have satisfied the attendance requirements, but have not complied with all other graduation requirements will be eligible to receive a Certificate of Attendance.

The determination of Valedictorian and Salutatorian will be determined upon the conclusion of the eighth semester by using the cumulative Grade Point Average on 4.00 scale. In the event of a tie, using the cumulative Grade Point Average on 100-point scale a Valedictorian and a Salutatorian will be chosen while any remaining 4.00 students with a 95% or higher cumulative Grade Point Average on the 100-point scale will be recognized as being graduated with distinction.

The valedictorian and Salutatorian will be responsible for speaking at the senior graduation exercise. Speeches will be submitted to the principal for screening three days prior to the commencement ceremony.

SCHOLARSHIPS

Many scholarship selections are based on scholastic achievement and results of the ACT examination taken by juniors and seniors. However, participation in activities, leadership, community service and character are also significant. Each scholarship's criteria may be different and it is the student's responsibility to select scholarships that fit their demographics. The Guidance Counselor makes scholarship information available. It is the student's responsibility to apply.

THE CURRICULUM/CLASS SCHEDULES

Students attending Osceola High School may select from a wide variety of subjects. In addition to the required subjects and subject

40

areas, the student's four-year program may include experiences leading to a broad general education. A student's interests and needs will determine the elective portion of their educational program. A strong academic college prep course is available to those planning to continue their education beyond the high school level. Students not intending to go to college may select subjects, which would prepare them for technical training or complete a terminal high school course of studies.

As students are now registering for up to eight courses, opportunities for learning in more areas are increased. Student participation in all three course areas (academic, fine arts, and practical arts) will provide a solid base from which to continue education.

Although scheduling processes cannot guarantee every student choice, students are expected to work toward success in all courses on their schedule. In this way, all students will get the most from every course. To increase academic opportunities, we can only allow a student to take one Ag class at a time or a total of two semesters per academic year. Same conditions apply for an Art class.

Schedule changes can be made during the first day of school. Schedule changes should be reviewed by parents and the guidance counselor. Because the schedule is finalized during the summer, based upon students pre-registration, students and parents should carefully examine any reason for change.

Student schedules will consist of a minimum of eight (8) courses from within the Master Schedule. Student schedules will be limited to one (1) student aide. Distance Learning classes will be considered part of the Master Schedule, while Independent Study courses will not be considered part of the Master Schedule. All courses scheduled from within the Master Schedule will be recorded on the Osceola Public Schools transcript and calculated into ones cumulative GPA. Independent Study high school courses will be recorded as regularly scheduled high school courses on the transcripts.

Courses that may be repeated and credit received for the repeat include: Band (4), Vocal Music (4), Conditioning/Weights-Lifetime Activities (2), Written Publications (2), Student Aide (2).

CURRENT COURSES

SIXTH AND SEVENTH GRADES

Mathematics	Keyboarding 6 th
Language Arts	Study Skills
Social Studies	Vocal Music
Earth Science	Instrumental Music

Physical Education/Health	Art 7 th (Explore)
FCS (Explore)	Agriculture Ed. (Explore)
Reading (6th-Full Year; 7th-1 Semester)	

41

EIGHTH GRADE

Mathematics - Algebra I	Physical Education/Health
Language Arts	Computer (1 Semester)
American History I	Study Skills (1 Semester)
Life Science	Reading
Instrumental Music	Industrial Arts (Explore)
Vocal Music	Art (Explore)
FCS (Explore)	

FRESHMEN

Physical Science	Art I
English	Algebra II
Modern Technology	Vocal Music
American History II	Health/PE
Spanish I	Agriculture I/Ind. Arts
Speech (1 Semester)	Band

SOPHOMORES

Biology	Algebra II/Geometry
English	Agriculture /Ind. Arts
American History II	Speech
Art	Physical Education
Spanish I/II	Mod/ Tech.
Band	Geometry
General Math I/II	Vocal Music
Consumer Law	

JUNIORS

American History II	Biology
English	Mod/ Tech
Chemistry	Geometry
Art I, II, III	Speech
Band	Vocal Music
Spanish I, II, III	Agriculture-Ind. Arts
Accounting I, II	Anatomy
Conditioning/Weights	Modern Biology
Amer Govt/Economics	World History/Mod. Problems
Foods /Child Development	Web Writing
Physics	Trig.
Media Publications	General Math I, II

Robotics
Intro to Business
Psyc./Sociology (semester)
42

Personal Finance
Forensics

SENIORS

English
College English (Dist. Learn)
Chemistry
Accounting I, II
Vocal Music
Art
Speech
Foods I/Child Development
World History/Mod Problems
Trigonometry
Pre- Calculus
Algebra II
Anatomy
Biology
General Math I/II/III
Forensics

American History II
Government/Economics
Physics
Band
Personal Finance
Spanish I, II, III
Agriculture, Ind. Art
Intro to Business
Mod. Tech.
Media Publications
Conditioning/Weights
Biology
Psychology/Sociology
Mod. Bio
Lifetime Activities
Robotics

RECORDING OF CREDITS

A complete permanent record of all subjects, grades and credit hours earned, results of all achievement tests, and other statistical data is maintained for every student. Every effort is made to preserve these records permanently up to six years. Cumulative files once established, remains in the permanent files. It will be open to prospective employers, colleges, and the military with parent or adult student approval. Parents do have access to their children's records. The school will protect the privacy of student records and provide information only to authorized staff and those approved by the parents.

Students and or their parents/guardians must personally request that their transcripts be sent to prospective colleges, trade schools, employers, and the military.

Other than athletic programs and military, the school will not provide lists of students to solicitors.

REINSTATEMENT OF CREDIT/APPEALS

Procedures - When a student has lost credit for a class, the student has two procedures from which he/she may regain the credit.

Procedure 1 - In cases of extreme hardship such as extended illness, accidents, or other exceptional health related problems (i.e. required

physical therapy on a weekly basis); a student may appeal, in writing, to the Principal for reinstatement of credit.

43

Procedure 2 - When a student and his/her parents/guardians are notified of loss of credit due to absences, an appeal may be made to the Attendance Review Committee. At least four members of the committee need to be present at each meeting. The Attendance Review Committee will have the authority to reinstate credit if a majority of the committee agrees that sufficient reason for a waiver of the policy exists. The purpose of the meeting is to allow the student and/or parents/guardians the opportunity to present any information or argument as to why the Attendance Policy provisions should be waived. A tie vote will result in a decision in the student's favor.

STUDENT EVALUATION AND CONFERENCES

At the end of each nine-week period, a report (report card) is prepared for students and their parents indicating the student's academic achievement, attendance and other information related to the overall program of the student. Regular grade reports will be used to improve communication. Parents are encouraged to participate in two regularly scheduled parent/teacher conferences. Parents or teachers may request special conferences at any time during the school year

STUDENT RETENTION/ ACCELERATION/PROMOTION

The professional staff is expected to place pupils at the grade level suited to them academically, socially and emotionally. The teachers shall indicate upon the report card and the permanent record whether the pupil is promoted or retained, subject to review by the principal. A conditional promotion shall likewise be indicated and become final, either by retention or promotion, by joint action of the superintendent or designee and the teachers at the close of the first nine weeks period of the following school year. Parent input is actively sought.

ACADEMIC INTEGRITY

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

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

44

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

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

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

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

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

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

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

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the
45

day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's

own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work

46

of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

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

(1) Academic Sanction. The instructor will assign a "0" to any assignment in which there is evidence of academic integrity. The teacher will then provide the student an alternate, or replacement assignment, for which upon completion at a level meeting the minimum academic standards set by the staff member, the student will receive a minimum of 50%.

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

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

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

47

GRADE CONVERSION

Letter grades will be assigned consistent with the following conversion table:

100	84
99 --- A+ 4.0	83 --- C+ 2.5
98	82
97	81
96	80
95 --- A 4.0	79 --- C 2.0
94	78
93 --- A- 4.0	77 --- C- 2.0
92	76
91 --- B+ 3.5	75 --- D+ 1.5
90	74
89	73 --- D 1.0
88 --- B 3.0	72
87	
	71
86	70 --- D- 1.0
85 --- B- 3.0	Below 70 --- F 0.0

**SUPERINTENDENT'S LIST,
HONOR ROLL, and HONORABLE MENTION HONOR ROLL**

The Superintendent's List, Honor Roll, and Honorable Mention Honor Roll are determined one week after the end of each quarter to recognize students' academic achievements. The names on each list are printed in the *Polk County News*. A parent may elect not to have his/her child's name printed in the paper by notifying the office prior to submitting the lists for publication by notification on the media release form.

To be on the Superintendent's List, a student must earn a 4.0 average (all A's). Students earning at least a 3.5 grade point average but less than 4.0 will be named to the Honor Roll. Students with a grade point average between 3.0 and 3.49 will be listed on the Honorable

Mention Honor Roll. A grade of a D or F or Incomplete in any class will disqualify a student from any honor list.

PIPSS DISCIPLINE MODEL

Osceola Public Schools has implemented a program entitled "Performance Improvement Problem Solving System," designed to assist our students in achieving success, not only in the classroom, but also in their lives outside of school.

"Performance Improvement Problem Solving System" (PIPSS) is an adopted version of a program at ESU #7. PIPSS is based on the premise that students stand a better chance to succeed in their academic endeavors if they can meet the following "student performance goals":

- *Arrive to class on time.
- *Arrive to class prepared.
- *Complete assigned tasks on time.
- *Demonstrate respect for people and property.
- *Respond appropriately to staff directives.

Often the reason students have difficulty in class, struggle with low grades, become disciplinary problems to their teachers and administrators, or develop inappropriate social skills can be traced back to their inability to meet one or more of the above-listed performance goals.

When a student fails to meet a performance goal, he/she receives a "consequence". There are four levels of consequences; a student gets three at each level. After three, a conference must be held within five (5) days with the student, teacher, and a parent all in attendance. Following each consequence, the teacher and student meet to develop a plan for improvement. Consequences are listed below:

**CLASSROOM DISCIPLINE CONSEQUENCES OVERVIEW
STRIKES BY LEVEL & GRADE**

GRADES 6-8

Level I

- Strike 1 – after school conference
- Strike 2 – 5 minute detention after school
- Strike 3 – 10 minute detention after school

Level II

- Strike 1 – 20 minute detention after school
- Strike 2 – 25 minute detention after school
- Strike 3 – 30 minute detention after school

GRADES 6-8 (cont.)

<u>Level III</u>	<u>Behavior</u>	<u>Academic</u>
Strike 1	1 day ISS	1 day ISS
Strike 2	2 days ISS	2 days ISS lunch & 2 4:30PM detentions*
Strike 3	3 day ISS	3 days ISS lunch & 3 5:00PM detentions*

*Parents must check student out after school. (Sibling currently in school cannot check student out)

<u>Level IV</u>	<u>Behavior</u>	<u>Academic</u>
Strike 1	2 days- ISS or consequences Stated in IEP/PIP	Consequences will be determined based upon PIPPS meeting
Strike 2	3 days ISS or consequences Stated in IEP/PIP	
Strike 3	5 days ISS or consequences Stated in IEP/PIP	

GRADES 9-12

Level I

- Strike 1 – after school conference
- Strike 2 – 15 minute detention after school
- Strike 3 – 30 minute detention after school

Level II

- Strike 1 – 1 hour detention after school
- Strike 2 – 1 day ISS for specific class
- Strike 3 – 1 day ISS

Level III

- Strike 1 – 2 days ISS
- Strike 2 – 3 days ISS
- Strike 3 –ISS until PIPPS meeting occurs

Level IV

- Strike 1 – 3 days ISS or consequences stated in IEP/PIP
- Strike 2 – 5 days ISS or consequences stated in IEP/PIP
- Strike 3 – 10 days ISS or consequences stated in IEP/PIP

DISCIPLINARY ACTION

Should a student have difficulty because of school rules or regulations, or other conflicts which could affect their education, the

50

problem should be discussed first with the individual(s) with whom the student has the problem. Unresolved problems should be taken to the Principal, the Superintendent, and then to the Board of Education until the problem is resolved.

REMOVAL FROM CLASS TO THE OFFICE

Students sent to the office will not return to that class until the matter is resolved. The student will see the Principal and the teacher after school. The parents/ guardians will be notified of any problems.

STAYING AFTER SCHOOL (Detention)

A student assigned to stay after school shall report to the teacher supervising the detention. If the student is unable to stay, it is the student's responsibility to contact the teacher to request a change. If a student simply skips detention, and has not made prior arrangements with the teacher, the Principal will assign a one-day in-school suspension to be served the next day school is in session. Repeated detentions may result in suspension.

A student assigned to stay after school for other problems is expected to follow the same procedure.

Being late for a school activity is not an acceptable reason for skipping assigned after-school time.

IN-SCHOOL SUSPENSION

The following procedures shall be followed by any student who receives an in-school suspension:

1. The student shall report to the office on the day of the suspension.
2. The student shall bring homework and reading material for the day.
3. No radios, games, cards, sleeping, etc, will be allowed.
4. The student will eat a sack lunch in seclusion.
5. The student will not get up from the assigned suspension seat without permission.
6. The student shall get assignments from each of their teachers prior to school on the day of their suspension.

A student who is in ISS will not participate in any extra curricular activities for that day. (This includes non-participation at a practice.

Students are encouraged to attend the practice or activity, but will not be allowed to participate).

STUDENT EXCLUSIONS, SUSPENSIONS, AND EXPULSION

A. **Development of Uniform Discipline System:** It shall be the

51

responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term) or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

1. Short-Term Suspension

A. Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) 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.

B. The following process will apply to short-term suspension:

1. The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

3. The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.

4. Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or

52

administrator shall 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 of standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

5. The principal will make a reasonable effort to hold a conference with the parent or guardian before or at the time the student returns to school.

6. Any student receiving a short-term suspension may be given the opportunity to complete any classroom work, including, but not limited to, examinations missed during the period of suspension. Opportunities regarding classroom work and examinations will be communicated to parents or guardians in writing and/or verbally when the suspension occurs.

2. Long –Term Suspension

Students may be excluded by the principal or designee from school or any school function for a period of six (6) school days but less than twenty (20) school days (long-term suspension) for conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth. Special Education student suspensions will comply with IEP and manifestation hearing if needed.

3. Expulsion

A. Defined: Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) 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 (10) 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 paragraph 4d, 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.

B. Summer Review: Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing 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

53

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 board of education or a committee of the 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.

C. Suspension of Enforcement: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) 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 which the school district deems appropriate for rehabilitation of the student. 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 designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the superintendent or designee.

D. Students Subject to Juvenile or Court Probation: Prior to the readmission to school of any student who is less than nineteen

(19) 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 superintendent or designee shall meet with the student's probation officer and assist in developing conditions of

54

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 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 shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, 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.

4. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

A. The following types of student conduct shall constitute grounds including bullying for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.

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

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

8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the

55

above; or possession of drug paraphernalia.

9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

10. Truancy or failure to attend assigned classes or assigned activities.

11. Tardiness to school, assigned classes or assigned activities.

12. 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.

13. Public indecency.

14. Repeated violation of any of the school rules.

15. Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.

16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.

17. Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.

B. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

C. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

1. 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

56

necessary, or

2. the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

D. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

E. 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 student brings such to school under the following conditions:

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

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

3. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have 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 times as is necessary to fulfill the educational function.

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

5. A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

5. Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

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

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

57

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

C. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

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

2. The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.

3. A statement explaining the student's right to a hearing.

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

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

6. A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.

D. 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.

E. In the event that the principal has not received a request for

58

hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.

F. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

G. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Hearing Procedure

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

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

C. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative and the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the

59

parties.

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

E. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at a reasonable time prior to the hearing.

F. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents, or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to

testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person

60

testifying in a court case. A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

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

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

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

J. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.

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

I. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the Superintendent's decision, submit to the superintendent of schools a

61

written request for a hearing before the Board of Education.

M. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

B. Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline.

Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

C. Law Violations

1. Cases of law violations or suspected law violations by
62

students will be reported to the police and to the student's parents or guardian as soon as possible.

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

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

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

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

D. Building Entry and Movement

Students involved in special activities before 8:00 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. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal. During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

E. Respect for Persons and Property

63

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

F. Tobacco/Alcohol and Other Drugs

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs. The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district.

Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296

ALTERNATIVE EDUCATION FOR EXPELLED STUDENTS

Each school district shall offer all expelled students an alternative school, class, or educational program.

[Ref.79-266(1)] A student who is expelled from the Osceola Public Schools shall be excluded from attendance at all public schools within the school district.

Alternative education provisions by the Osceola Public Schools shall be as follows:

1. The student may enroll in an Osceola Public Schools' administration approved course of study.
2. All work completed for the course of study shall occur away from the Osceola Public Schools campus.
3. High school credit may be awarded upon the successful completion of the course of study and the submission of a transcript verifying earned credit.
4. The student/parent/guardian shall be reimbursed the cost (tuition only -- no books, postage, or other costs incurred) of

64

the course(s) approved in Section 1 above upon submission of a transcript verifying earned credit. [Ref. Osceola Board Policy 556, Adopted 8-25-97] Verify

SEARCH/QUESTIONING/REMOVAL OF STUDENTS

Students suspected of being in violation of school regulations or civil laws may have their personal belongings searched. Such search will be conducted by the principal or his designee and will be in accord with constitutional guarantees.

"The legality of a search of a student should depend simply on the reasonableness, under the circumstances of the search"

The inquiry into the reasonableness of a search is twofold:

1. The action must be justified at its inception. A search satisfies the first inquiry when there are reasonable grounds for suspecting that the search will uncover evidence of a rule or criminal violation.
2. The scope of the search must be reasonably related to the circumstances. A search satisfies the second inquiry when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction [New Jersey v. T.L.O., 469 U.S. 325 (1985)]

Questioning of students by law enforcement officers within the Osceola Public Schools shall occur under the following circumstances:

1. Parent permission must be obtained prior to law enforcement officials questioning students at school unless:
 - (a) The student is 18 years of age or older and willingly consents to the questioning

- (b) A crime has been or is suspected to have been committed on school premises.
 - (c) An officer enters the building in active pursuit of active criminal behavior.
 - (d) The student is being questioned as a result of an investigation of child abuse or neglect.
2. A school representative shall be present as part of all interviews unless a parent is present. The school representative shall not participate in the questioning of the student.
 3. The school representative will notify the student being interviewed that they do not have to answer any questions posed to them by law enforcement officials and will provide the student an opportunity to contact a parent prior to answering any questions.

65

Removal from the building. The Principal or his/her designee will allow law enforcement officers to remove students from the school building only in the following situations:

- (a) The officer has a signed warrant for the student's arrest.
- (b) A court order is presented giving custody of the child to another individual or agency.
- (c) The principal or his/her designee has requested the removal of the student.
- (d) The student is arrested for a crime committed on school premises or as a result of an officer's active pursuit of active criminal behavior.

When the Principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding:

1. The release of the minor to the officer
2. The place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. [Ref.79-294]

STUDENT RIGHTS AND RESPONSIBILITIES

Your Right

You have the right to attend school in the district in which your parent or guardian resides until graduation. This schooling is at public expense.

Your Responsibility

You have the responsibility to attend school daily, except when ill, and to be on time to all classes. You are required, by law, to attend school until at least age sixteen.

Your Right

You have the right to express your opinions verbally or in writing.

Your Responsibility

It is your responsibility to express yourself in such a manner so as to show respect and so as not to offend or slander others.

Your Right

You have the right to assist in the making of school rules.

Your Responsibility

You are to assume that until a rule is waived, altered, or repealed, that it is in full effect.

Your Right

You have the right to be represented by an active student government selected by free school elections.

Your Responsibility

You should take an active part in student government, vote for the best candidates, and make your concerns known to the staff through your representatives.

Your Right

It is your right to expect that the school will be a safe place for all students to gain an education.

Your Responsibility

You are to be aware of all rules and regulations for student behavior and conduct yourself in accordance with them.

Your Right

It is your right to file a grievance with the appropriate school official when accused of misconduct.

Your Responsibility

You should be willing to volunteer information in disciplinary cases when you have knowledge of importance.

Your Right

You are entitled to a fair hearing with the opportunity to call witnesses in your own behalf and to appeal your case in the event of disciplinary action.

Your Responsibility

You should be willing to volunteer information and to cooperate with school staff in disciplinary cases.

Your Right

You can expect that where you bear witness in a disciplinary case, your anonymity will be honored by the school.

Your Responsibility

You are expected to assist the school staff in making the school safe for all students enrolled.

STUDENT GRIEVANCE PROCEDURE

A grievance procedure is a means of inviting communication on matters of concern to the school and students, short of their having to engage in disruptive behavior in order to be noticed and to have a grievance redressed. In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive behavior. A grievance should only be lodged after every effort has been

made by the student to resolve the concern with the teacher or administrator involved.

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. That a school rule or regulation discriminates against students.
2. That an unfair procedure has been used in arriving at a punishment.

Grievance are addressed through three (3) stages, in this order:

1. The Principal
2. The Superintendent
3. The Board of Education

68

On all three levels, an informal conference is to be held within five (5) days of the date of the filing of the complaint so that no complaint shall consume more than fifteen (15) days in all. The burden of proof is upon the grievant to show that the application of the rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has occurred.

Administrative resolution of the grievance is to be in writing at the superintendent level and designed to provide the grievant with a basis for resolution of the problems as originally stated in the complaint. Whenever the decision of a hearing examiner substantially affects board policy, the matter will be referred to the board of education for final resolution.

GRIEVANCE PROCEDURE:

A grievance should be presented in writing to:

Level 1: The Principal or counselor who should schedule with the grievant for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The principal or counselor must hold a conference within five (5) school days' time of the date of filing.

Level 2: If a grievant is not satisfied with the resolution made at level one, the grievant may appeal in writing to the Superintendent for an informal conference and discussion of said grievance. The grievant may be represented at the conference with the Superintendent by any adult, but the grievant must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the

conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear.

Level 3: If a grievant is not satisfied with the resolution made at level two, the grievant may appeal to the Board Of Education for an informal conference and discussion of said grievance. The decision at this level is considered final within the school structure.

[Ref. 79-2,118-79-2,123]

The Administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Osceola Middle School/High School Handbook and to alter any penalties, as they consider necessary. Further- more, the

69

administration reserves the right to amend any provision in the Handbook, which they deem to be in the best interest of the students' educational process.

ATTENDANCE

Ten (10) days absence from a class during any one semester will constitute justification for the loss of credit for that semester in that class. All absences, whether excused, unexcused, or truant, will be counted toward this ten-day limit. Absences directly related to school sponsored activities and scheduled through the school will not be counted as an absence or toward the 10-day limit. College visits must be scheduled through Guidance Counselor's office to be excused from the 10-day limit. (Juniors are allowed 1 visit and Seniors are allowed 2 visits)

Notification to Parents/Guardians - Upon reaching the following absence limits during a semester, parents will be notified as follows:

*On the 5th Absence - A reminder letter will be sent.

*On the 7th Absence - A notification letter will be sent and a phone call to parent.

*On the 9th Absence - A final warning letter will be sent.

*On the 10th Absence - A loss of credit letter will be sent.

*Please note - When an extended absence causes a student to pass more than one of the limits, only the last notice will be sent. In accordance with Nebraska statute, when a student reaches 20 absences the principal will notify the county attorney.

EXCUSED ABSENCES

Students will be excused from school for illness, professional appointments, hospitalization, and family matters provided that they provide a signed excuse from one of their parents. When possible, students shall notify their teachers in advance of pending absences. If advance notice cannot be given, then parents should call the school stating why their child is absent. Parents of students who are reported absent may receive a call from the school to inquire as to the reason why their child is absent. In cases where a parent/ guardian cannot be reached, the student is to bring (at the time of next attendance) an excuse note signed by a parent/guardian. Excused absences count toward the 10-day limit.

70

SCHOOL ATTENDANCE ON ACTIVITY DAYS

Students must be in school first period to participate in an after-school extra-curricular activity that same day. If students must be released from school time to participate, they must be in school the entire day. Refer all exceptions to the Principal or the Activities Director.

FAMILY VACATION

If a family plans to take a vacation during the school year, a student's absence from school shall be considered excused provided a parent/guardian contacts the principal's office and discusses the circumstances and the time involved. If notification does not take place and work is not made up in advance, the student will fall under the unexcused absence guidelines. Vacation days count toward the 10-day limit.

PRE-ARRANGED/ADMIT/MAKE-UP SLIPS

Make-up slips are to be obtained in advance from the office whenever a student knows he/she will be absent. Pre-arranged slips will need to be signed by teachers and returned to the office no later than the day prior to the student's absence. Work is to be made up before the student leaves (later if the teacher approves). Responsibility for making up work lies entirely with the student. A student absent because of illness should report to the office for an admit slip. An absence for any other reason will require an admit slip from the office also.

Secure your admit slip before first period begins or as soon as you arrive. You must have a note from your parents/guardians, or they can call the office.

The purpose of the admit slip is:

- 1) to provide documentation of your absence for school records
- 2) to provide teachers with a specific form for documentation of make-up work.

Present your admit slip to each teacher so make-up work can be listed and signed when completed. The office will keep returned admit slips on file to document the completion of your work.

Admit slips must be completed and returned in a timely fashion. Students should complete their assignments as soon as possible and return the completed slip to the office.

Students who do not complete the make-up work within reasonable limits (a general guideline will be two days for each day the student was absent) may receive reduced credit or no credit for late

71

work. Students having overdue admit slips will be listed in the announcements, and, upon written notification by the Principal's office, will serve detention each school day until the slips are turned in, with all proper teacher signatures, to the Principal's office.

REGULAR SCHEDULE

The Osceola Middle/High School regular schedule is 8:10 to 3:30.

FRIDAY SCHEDULE

Students with grades of "A" through "C" will be dismissed at 2:45 on eligibility Fridays. Students with a grade of "D" or below will be required to stay until 3:30 to get help from teachers.

BUILDING ENTRY AND MOVEMENT

Students involved in special activities before 8:00 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. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

EARLY DISMISSAL/LATE START

The Osceola Middle/High School early dismissal schedule is 8:10 to 1:30. Late start schedule is 10:10 to 3:30.

FIRST PERIOD TARDY

Students arriving late to school for first period must obtain a pass from the office before going to class. Students will also serve a

detention with principal each time a student is tardy 1st period. This cannot be served during lunch periods.

TARDY SECOND THROUGH EIGHTH PERIODS

Late-arriving students should have a pass from the previous class or study hall in order to not be recorded as being tardy. If you are refused a pass from your teacher, come to the office. Late passes issued from the office may require make-up time before or after school.

ABSENCES DUE TO SCHOOL ACTIVITIES

Admit slips are used, but each teacher will determine make-up work and whether it needs to be done before or after the absence. If make-up work is to be done before leaving for a school activity, the student has the responsibility to present the assigned make-up work to the teacher before leaving. This must be done to enable the student to

72

participate in the activity.

DRESS CODE AND GENERAL APPEARANCE

All students are expected to come to school and all school activities in appropriate dress. Good grooming and appearance are important and students should take pride in these.

Students may wear any clothing, which does not interfere with the purpose of school or break one of our school rules. Clothing which creates a distraction to staff, students and or disrupt the learning process in any manner will not be allowed. Any piece of clothing or any other item brought to school by a student should not contain any reference to violence, gang affiliation, profanity, sexual innuendoes, or promote the use of tobacco, alcohol or drugs in any manner.

Students who wear inappropriate clothing to school will be asked to change their attire for the remainder of the day.

Clothing is not to be too tight, too short, too bare or so extreme as to be immodest. (See-through blouses, halter-tops, tank tops, bare midriffs, some mini-garments and shorts fall into this category.) Parents are asked to assist the school in this area.

Any form of dress where the basic purpose is to draw attention to oneself may be called inappropriate dress. Should a student's dress or appearance create a spectacle of him/her, interrupt classroom activities or embarrass others, he/she may be sent home for a change of clothes or may call his/her parents for appropriate dress to be brought to school or be provided clothing by the administration to be worn for the remainder of the day.

Our dress code specifically prohibits the following kinds of clothing for the following reasons:

- Clothing or items that advertise violence in a promotional way. Violence is defined as any mean word, look, sign or act that hurts a person's body, dignity or things.
- Clothing which advertises drugs, liquor, tobacco products, over the counter drugs, prescription drugs, controlled substances and substances purported to be drugs or drug lifestyles, features drug related logos, drug paraphernalia (Marlboro, Camel clothing, Budweiser clothing or any clothing advertising breweries, pubs, etc.)
- Clothing which is disruptive to the learning environment because it is too tight, short, baggy or has holes in the hip, thigh, genital and or upper chest areas or unnecessarily shows off one of these areas. (i.e. tank tops, (sleeveless shirts are permitted if the opening of the arm is seamed and the bottom of the arm opening is not below the armpit) shirts unbuttoned to show sports bras/undershirts or midriff tops underneath, shorts or skirts must be of appropriate length (while

73

standing and with arms held at the sides, shorts or skirts must be no shorter than where the fingertips extend). Such clothing is offensive to some people.

- Clothing which contains profanity or sexually suggestive language or pictures (Coed Naked, Big Johnson, Bear Whiz shirts etc.)
- Cutoffs, boxer shorts, jogging shorts, gym/workout shorts, biking shorts, swimsuits, pajama wear and any kind of footwear considered to be a slipper are not permitted. (Sweatpants/Wind pants are permitted as long as they are within the policy of the other clothing)
- Hats, caps, bandanas and sunglasses may be worn to school, but are not allowed to be worn in the school building during school hours.
- Hair is to be groomed and clean, hair should not be a distraction to the learning environment of school.

Continued abuse of the dress code and general appearance expectations will result in a suspension.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- 1st Offense: Student will be confronted and directed to cease.
- 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3rd Offense: Student will be suspended in-school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

CELL PHONES/SMALL ELECTRONICS (IPOD'S, MP3'S, etc.)

Students may have their cell phone with them during the day. During class students are to have the phone on silence or shut off and on the desk. During this time students are not allowed to touch/use the phone. Cell phone use will be limited to outside of class. School is not liable for student's electronic devices. Consequences for the use of an electronic device during inappropriate times are as followed:

74

1st Offense – Device will be held for 5 school days. Parents will be notified and the student and principal will have a conference at the end of the 5 school days and at that time the phone will be given back.

2nd Offense – Device will be held for 10 school days. Parents will be notified and the parents, student and principal will have a conference at the end of the 10 school days. The parent must schedule a time to pick up the phone at the end of 10 days.

3rd Offense - Device will be held for 15 school days. Parents will be notified and the parents, student and principal will have a conference at the end of the 15 school days. The parent must schedule a time to pick up the phone at the end of 15 days.

Beyond 3rd Offense - Device will be held for 30 school days. Parents will be notified and the parents, student and principal will have a conference at the end of the 30 school days. The parent must schedule a time to pick up the phone at the end of 30 days.

Weekend Option - If a parent requests the return of a phone over a weekend, the administration may grant that return for one weekend only, however the consequence for the violation will be doubled. This option may only be used once per academic year.

VISITORS

Visitors please report to the school office when you arrive. Families are encouraged to visit school and/or confer with teachers or the principal concerning the academic and social progress of their child. If parents need a conference, please call ahead or check with the teacher to schedule a specific time. For this to be a positive visit for parents, teachers and students, please plan to monitor your younger child or children to avoid distractions that interfere with student learning. If the students are taking a standardized test and need a totally distraction free setting, the teacher may ask the parent to schedule another time for the visit.

We encourage parents and family members to join us for lunch. Students are always pleased to have their family sit and eat with them during this social time. Student visits by students outside the district are not permitted.

75

HALL PASSES

Teachers will use the passes from the individual rooms when students request permission to leave a classroom. Students who wish to see another teacher must bring a pass from that teacher with them to study hall. The study hall teacher will decide if the student can leave. When in the hall, students are expected to be going to or coming from the location on the pass. Disruptive students may have all further pass privileges denied.

TRUANCY AND TARDINESS

Truancy and tardiness are violations of school rules. Disciplinary measures may be taken, including without limitation: restriction of extracurricular and/or other activities, additional work assignments before, during, or after regular school hours, removal from a particular class or classes, loss of credit for a particular class or classes, or detention. Suspension (short-term or long term) or expulsion from school may be imposed for truancy or tardiness, provided that alternatives to such action have been used or determined by the Principal to be inappropriate under the circumstances.

If the student continues to be or becomes habitually truant, the Principal shall serve a written notice to the person violating the compulsory attendance statutes, warning him/her to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, then the Principal shall file a report with the county attorney of the county in which such person resides.

LEAVING SCHOOL GROUNDS

Students are to request permission from the Principal before leaving school. If permission is given, the student must sign out in the office. Upon returning, the student must sign in before going back to class. Permission will NOT be granted to leave during a class. Students are expected to follow the closed campus policy during the lunch period. Students who leave school without permission will be assigned detention time.

PERMISSION TO LEAVE SCHOOL DURING THE DAY

Students who leave school during the school day must receive permission from the Principal. Prior to the start of first period, report to the office with a note from your parents indicating the time you are to leave school, why you are leaving, and when you expect to return. **WHEN LEAVING SCHOOL, YOU MUST STOP AT THE OFFICE AND SIGN OUT.** If returning to school the same day, report to the office; you will be issued an admit slip so that you may return to class.

76

ACCIDENTS OR ILLNESSES

If a student is injured or becomes ill during the school day, she/he should report to the office, if possible. If medical attention is needed, the student's parents and/or family doctor will be notified. **DO NOT LEAVE SCHOOL WITHOUT REPORTING SUCH TO THE OFFICE.**

A student with symptoms of a contagious disease will be excused from school until after the infectious stage of the disease.

OPEN CAMPUS LUNCH

The senior class of Osceola Public Schools has been granted a modified open campus lunch during the second quarter of the school term by the Board of Education. Students should recognize that this is viewed as a privilege granted to mature young adults who are nearly ready to enter the world beyond high school, and a reward for appropriate behavior during their previous high school years. It is a privilege which has been earned, but one which will only remain in force if it is handled appropriately.

The following general guidelines apply:

- * Open campus applies only to lunch
- * Parents and Students must have a signed permission on file in the Administrative office before a student may exercise open campus lunch.
- * Students must sign out at the office with a general description of where they will be going in case they need to be contacted in the

event of an emergency.

- * Students may only transport themselves, siblings and other seniors who are listed on their permission slip.
- * Open campus lunch will be treated like a school event, and students are expected to follow school rules while out of the building.
- * Students who return late from open campus lunch may be assigned detentions and will be subject to loss of the open campus lunch privileges.

Students may not participate in the open campus lunch if:

- * They are ineligible because of the Osceola Public Schools participation policy.
- * They have lost the privilege because they have been guilty of serious or repetitious offenses.

77

Open campus will be monitored by the Principal who will have discretion over the program. Decisions of the Principal can be appealed to the Superintendent.

Protocol for Delinquent Lunch Accounts

The Osceola lunch program is not required by state or federal law to provide a meal at no charge to students. Students and adults are expected to pay cash daily or pay in advance for all food purchases. It is the responsibility of the family to keep their lunch account up-to-date. We encourage the parents/guardians to maintain their child's account throughout the school year, as not being able to charge can be embarrassing to your child and other students. Parents are responsible for all meals charged to their child's account. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the Osceola Hot Lunch Program, the District will operate under the following guidelines.

1. When a family's lunch balance is at zero or below, the students will receive an alternative lunch (one that still meets the requirements of the National School Lunch Program, such as a sandwich, milk and fruit, etc.) until the family account balance has sufficient funds to debit the account for meals. In an effort to work with parents/guardians whose family accounts are delinquent, it will be the parents/guardians responsibility to request alternative payment

plans that will fit their particular situations. However, if terms are not followed, collection agency and/or District Court action may be taken. **Communicating with the school is important!**

2. Students will not be permitted to purchase a la carte (extra) items if their family account is at \$0 or below.
3. Free and Reduced-Price Lunch Students
 - a. Free lunch status allows a child to receive one free breakfast and lunch every day. A la carte items are not part of the USDA program and may be charged only if the account balance is enough to cover the cost of the item.
 - b. Reduced-Price Meal status students will be subject to the same guidelines described in item 1 above. An alternative meal will be provided until the account has sufficient funds to debit the account for reduced priced meals. A la carte items are not part of the USDA program and will not be
 - c. allowed to be charged if the account does not have sufficient funds.
4. Free or reduced lunch prices are available for families that qualify. If your financial circumstances have changed, or if you have simply never taken the time to complete the required paperwork to see if your family qualifies to receive a free or reduced lunch price, please take the opportunity to do so. The income guidelines, which are established annually by the Federal government, are below. As federal dollars are used frequently for federal aid to schools, please check to see if your family qualifies for free or reduced price lunches then contact the school.
5. Adults will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance, unless prior arrangements have been made with lunch personnel.

Nutrition Services Income Eligibility Guidelines July 1, 2016- June 30, 2017										
Household Size	Free Meals					Reduced Price Meals				
	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	15,444	1,287	644	594	297	21,978	1,832	916	846	423
2	20,826	1,736	868	801	401	29,637	2,470	1,235	1,140	570
3	26,208	2,184	1,092	1,008	504	37,296	3,108	1,554	1,435	718
4	31,590	2,633	1,317	1,215	608	44,955	3,747	1,874	1,730	865
5	36,972	3,081	1,541	1,422	711	52,614	4,385	2,193	2,024	1,012
6	42,354	3,530	1,765	1,629	815	60,273	5,023	2,512	2,319	1,160
7	47,749	3,980	1,990	1,837	919	67,951	5,663	2,832	2,614	1,307
8	53,157	4,430	2,215	2,045	1,023	75,647	6,304	3,152	2,910	1,455
For each additional family member add:	5,408	451	226	208	104	7,696	642	321	296	148

If households report multiple frequencies of pay, total income, must be calculated on an annual basis. Use the following conversions: Annual Income Conversion: Weekly X 52; Every 2 Weeks X 26; Twice a Month X 24; Monthly X 12

Nebraska Department of Education Nutrition Services- NS-402-G

SCHOOL LUNCH AND LUNCH TICKETS

A type "A" hot lunch (as defined by federal regulations) will be
79

prepared each day that school is in session. All five-food groups are made available to students in appropriate sizes. The two separate vegetable/fruit items are offered from several choices. A lunch is priced as a unit, and students may take 3, 4, or 5 items for the same price. Students will be charged for seconds. The price of the lunch will be determined prior to the beginning of each school year by the Board of Education. Payment for lunches will be made through the bookkeeper. Payment is to be made in advance.

No student shall leave school for lunch without being excused to do so by the Principal. A student wishing to eat lunch away from school must furnish the Principal with a written authorization signed by the student's parent(s)/ guardian(s). If the student is to eat away from school, the following rules will be in effect:

- A. A student must be able to walk to wherever he/she is

going to eat. All modes of transportation must remain parked on campus. Special arrangements will be made for students with physically challenging conditions.

- B. A parental consent form must be on file in the Principal's office. Students not having parental consent must remain on campus during the entire lunch period.

Students bringing sack lunches will eat at the school cafeteria. Students on lunch break are expected to stay out of classroom areas.

FOOD & BEVERAGES

No student will be allowed to have any food or beverage in classrooms. Exceptions: Special lunches, birthday celebration treats, class projects and any other occasion with prior approval of the administration. Students will be allowed to have water.

CELEBRATIONS

There are two school parties during the school year: Christmas and Valentine's Day. These activities are limited to a short time during the school day.

Staff members will have the discretion to approve of students who wish to bring treats to school for a birthday. This will also need to be approved by the Administration at least 1 day prior to the event.

AUTOMOBILES

Students who drive to school shall park properly in the
80

designated areas upon arrival. Permission may be granted by the Principal if there is sufficient reason to move a vehicle during the day.

Any school employee may decide a student is in violation of parking/driving guidelines. A student who is in violation will be expected to correct the problem immediately.

RULES FOR SCHOOL BUS PASSENGERS

- 1) The driver is in full charge of the bus and the students. Students shall comply promptly with the driver's requests.
- 2) The driver may assign the students seats and hold them responsible for their seats.
- 3) Students must be on time; the bus cannot wait for those who are late.
- 4) Unnecessary conversation with the driver is prohibited.
- 5) Except for ordinary conversation, students shall observe quiet conduct on the bus.
- 6) Students shall not throw trash on the floor of the bus.

- 7) No part of the body shall be extended through bus windows.
- 8) Students shall remain seated while the bus is in motion.
- 9) Damage to the bus shall be reported to the driver.
- 10) Seats may not be reserved.
- 11) Food, candy and beverages may be consumed on the bus with the driver's approval. If a student has an open beverage bottle or can on the bus, they are accountable for any messes made.
- 12) Students must be quiet while the bus is stopped for a railway crossing.
- 13) Students shall not leave the bus from the emergency door unless an emergency exists.
- 14) The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.

EMERGENCY SCHOOL DISMISSAL

In the event of other emergency conditions which would make it unsafe to transport students or to have school in session, an announcement concerning a late start, early dismissal, or NO SCHOOL will be made as early as possible. School closing will be broadcast on the following stations: KZ-100, KLIR, KLKN-TV Ch. 8, and KOLN-KGIN Ch. 10-11.

When an emergency dictates that school be closed during the school day, the bus drivers will be summoned to report as soon as possible. Radio stations and the television channels will be requested
81

to broadcast the announcement so that parents will know that school is being dismissed early. Also, an automated call will be launched to notify parents of closing, late starts, and early dismissals due to inclement weather.

FIRE DRILLS - TORNADO DRILLS

Periodically, practice drills will be conducted to prepare students for emergency procedures in case of a fire or tornado. Students will be instructed in advance of the first drill concerning safety measures and locations for safest refuge in case of a fire or tornado.

ACCIDENT INSURANCE

All students have the opportunity to enroll in an accident insurance plan. This is a voluntary plan, the premium of which must be paid for by the insured. A copy of the benefits and the schedule of

payments will be sent home with each student early in the school year. Check with your current insurance agent to be sure what coverage you currently have.

ASTHMA

Students with **known** asthma should have the “Asthma Action Plan” and “Authorization for Administration of Medications at School” forms filled out and signed by their physician and parent and placed on file at the school yearly. These forms may be obtained at the school office.

The State of Nebraska has mandated the “Emergency Asthma and Anaphylaxis Protocol” in case of an emergency situation. Copies of this protocol may be obtained at the school office.

MEDICATION

To help insure the health and safety of your child, Osceola Public Schools personnel are not permitted to dispense medication to a student without prior authorization from the physician and prior written parent/guardian authorization. Parents/guardians are required to complete an “Authorization For Administration of Medication at School” form (forms are available at the school office). Accordingly, if it is necessary for your child to receive medication during the school day, the parent or guardian must comply with the terms and conditions set forth by the Osceola Public Schools.

General Provisions:

1. Medications to be dispensed shall be brought to school in a prescription container, with child guard cap, properly labeled, including:
82
child's name, physician's name, name of medication and new directions for dispensing the medication.
2. Any modifications to the directions for dispensing medications will require written authorization or a new prescription container with child's name, physician's name, name of medication and new directions for dispensing the medication.
3. Please consult a physician as to any side effects of the medication being administered, and advise the Osceola Public Schools of the side effects and procedures to be followed should side effects occur.
4. The authorization to dispense the medication(s) is limited to the school year.

5. The parents or guardians will need to notify the Osceola Public Schools in writing of the termination of the authorization to administer dispense the medication(s).

6. In order for staff to administer nonprescription medication, parents/guardians are required to complete an “Authorization For Administration of Medication at School” form (forms are available at the school office). Tylenol may be administered with a signed parental consent for the following reasons: minor aches and pains, headache, dental pain and menstrual cramps. Tylenol will not be given to any student with a temperature of 100 degrees or above. Verbal authorization may be obtained by telephone permission, followed by a written authorization within 24 hours to continue administration. **No form of nonprescription medication will be provided by the school.**

Safeguards for Storage:

1. Medicines which are administered under the supervision of the school will be stored securely at all times in a locked cabinet in the school.
2. The school administration or trained personnel will record the quantity of medication delivered to the school. The medicine may be brought to school by the student.
3. Non-prescription medication must be brought to school in the container in which they are sold. The container must be labeled by the parent giving the instructions for dosage and time interval of dosage.
4. Medications requiring refrigeration will be brought to school
83
daily.
5. The administration or designee (teacher, para educator, secretary) is the only person authorized to accept responsibility for the storage of medicine.

Conditions of Administration:

Medication will be administered by the administration or designee-only.

Only the amount of medicine prescribed by the physician and/or parent will be dispensed at any one time. Recognizing that physicians do change dosages of some medications by phone, it shall be the procedure of the Osceola Public Schools that the parent must communicate, in writing, the new dosage levels to the school before prescribed dosages will be changed.

The person administering the medicine will ascertain that the student actually ingests the medicine while in the observation of the person administering the medicine.

The person administering the medication will maintain a record of students who receive medication and log each dosage.

CARE OF EQUIPMENT AND FACILITIES

All persons within our school have a responsibility to help keep these facilities clean, unmarred, and in good condition for many years to come. Drawing, writing, scratching, cutting, carving, or marring any of the furnishings or the building is forbidden.

LOCKERS

The lockers are to be used for storing coats, textbooks, school supplies, and other personal items. Students are to keep lockers locked for the protection of all property stored there. Students will be held responsible for the lockers assigned to them and for the contents therein. Each student will be assessed for any damage done to the assigned locker.

Each student will be given the combination to the assigned locker. All lockers are the property of the school and may be opened for inspection by school authorities at any time.

Proper locker usage will considerably decrease hall congestion and noise, and will help keep our school looking neat and clean.

A student has no reasonable expectation of privacy in his/her locker where the school has a written policy retaining ownership and control of school lockers and has provided notice of the policy to

84

students. Under such circumstances, the inspection of a locker was not a search. [In Interest of Isiah B., 500 N.W.2d 188,191 (8th Cir. 1987)]

TEXTBOOKS

Textbooks are provided for student use without cost, provided the book is returned in good condition. Normal wear is expected; however, students will pay for any damage incurred (beyond normal wear) while the books are in their possession.

Books can be severely damaged by marking pencils, rulers, papers, etc., carried in them. No book can survive long if it is used as a filing cabinet. Textbooks are expensive. Please take care of them.

COMMONS AREA

Students may congregate informally in the commons area

before school in the morning and after school. Good conduct and common sense behavior will be expected of all students using the commons area.

TELEPHONE CALLS

A phone for student use is available at the office window. A student will be called from class to the telephone only in cases of an emergency. Non-emergency messages will be relayed to students by written note.

VIDEO SURVEILLANCE

Video cameras are utilized, for safety purposes, to assist in the monitoring of activities outside and inside the school building.

LOST AND FOUND

Lost and found clothing items are stored in a container in the school storage area between the locker rooms.

ACTIVITY TICKETS

Activity tickets, which admit students to most home athletic events, are sold early in the school year. Information regarding ticket price is available through the office. The activity ticket does not allow admission to Cross Road Conference events, District playoff games, or special tournaments.

OPTION-ENROLLMENT POLICY

Unless otherwise provided by state law, tuition for the privilege of attending school must be paid for by all pupils whose parents, or legally appointed guardians, are not legal residents of the school district:

85

unless an option-enrollment agreement has been made. Refer to the Nebraska Department of Education website for option-enrollment information.

HIGH SCHOOL EVENTS (i.e. Dances)

School or class events are to be scheduled by the Activities Director. In special cases, students to school-sponsored events may invite out-of-school guests. Such guests must be registered in the office prior to the event; those guests may not be older than 20 years of age except by prior approval of administration. Guest also needs to be at least a freshman in high school. A class or an organization must sponsor activities, sponsors and parents must be in attendance, and the activity must be put on the school calendar at least one week in advance.

THE BULLDOG

The Bulldog Yearbook is a collection of photographs and text compiled by the Written Publications class as a source of remembrance of the school year.

STUDENT FEES POLICY

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District

86

does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics fees and materials required of students for the 2003-2004 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the

building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items and miscellaneous.

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

87

(b) **Courses**

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

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

also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

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

(3) Extracurricular Activities-Specialized equipment or attire.

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will

88

generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth

pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical courses extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the

89

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

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

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

(11) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides at no cost.

90

(12) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

NO CHILD LEFT BEHIND ACT OF 2001

The Osceola Public Schools are in compliance with No Child Left Behind Act of 2001. (PL 107-110, HR 1), signed into law by President Bush on January 8, 2002.

A copy of the law and its' provisions is on file in the District office. Due to the length of the document, it was not reprinted in this handbook.

If any student, parent, or guardian has a question concerning the law, its' provisions, or effects upon the Osceola Public Schools and those it serves, please contact the appropriate building administrator.

STUDENT ASSISTANCE PROCESS

Any student with social or academic difficulties may be referred to the Student Assistance Team. Parents may request a referral by contacting and consulting with their child's teacher. The Student Assistance Team is comprised of a designated S.A.T. coordinator, classroom teachers, the referring teacher, resource teacher, and an administrator (when requested). The parent and student are encouraged to attend and be a part of the team.

The purpose of this process is to gather relevant information, including the identification of specific concerns and the student's strengths. It is a team problem solving process with the goal of developing strategies to help the student.

The team meets again following the implementation of the plan to review and evaluate the student's progress. One of the options following this second meeting may be to refer the student to the building Multidisciplinary Team.

MULTIDISCIPLINARY TEAM PROCESS

Following referral, the MDT will develop an assessment plan, which may include formal assessment by a school psychologist, speech pathologist, occupational, physical therapist, etc. The MDT, comprised

91

of parents, student (when appropriate), classroom teacher/teachers, resource teacher, diagnostician and an administrator will review the results of the assessment to determine eligibility for special education services. If the student does not qualify, a referral will be made back to the Student Assistance Team.

RESOURCE PROGRAM

The resource program provides special services for students who have been identified with a disability. The resource teacher works collaboratively with parents and regular education teachers in providing an appropriate program for students with special needs. Each student has an I.E.P. (individual education program), which contains individual goals and objectives for the school year. It is a priority of the entire staff

to assure that the resource program be inclusionary in meeting the individual academic and social needs of students.

SPEECH AND HEARING SERVICES

A licensed speech and language pathologist evaluates children referred for possible speech or hearing problems. Therapy language sessions address problems with articulation, delayed language, cleft palate, voice, stuttering, and hearing loss. The students have an I.E.P. (individual education program), which is written by the multidisciplinary team (including teachers and parents). The speech and language pathologist may work with the students individually, in groups, or within the regular classroom.

GUIDANCE SERVICES

As an integral part of the total Middle School and High School educational programs, guidance and counseling services are concerned with the study, understanding, and adjustment of every student. These services are designed to assist students in developing their individual potentials and to assist school personnel, parents, and the community in providing opportunities to students to obtain an education best suited to their needs and goals. These basic services include:

- 1) Individual and group counseling
- 2) Educational
- 3) Career awareness
- 4) College and technical school placement
- 5) Parent and staff conferences
- 6) Referrals

We believe that the primary purpose of education is to help

92

each individual become increasingly self-directed and capable of creative and purposeful living. We accept the fact that each student is an individual with individual goals. It is the task of the guidance program to help students fulfill their own potential for growth.

Parents, teachers, administrators, and the guidance counselor have roles in the counseling program. All of these people, who in various ways are concerned with students, help students meet their special needs, explore or pursue selected goals, maintain good emotional health, and develop an appropriate set of values.

STUDY SKILLS **TIME MANAGEMENT**

TIPS FOR A STUDY SCHEDULE THAT WORKS

1. Study in a quiet place with the TV, Stereo, and Radio turned off. If you do your work in a quiet place, you will spend less total time studying and get more learning for the time you spend.
2. Plan to use "Dead Time", short periods of time which are normally wasted. For example: before leaving for school, on the bus or during the ride to school, between classes, a few minutes at the end of a class, at lunchtime, while waiting for your ride home, etc.
3. Build short breaks into your study schedule. Ideally, students should schedule a ten-minute break after 50 minutes of study. If your attention span is short, you may want to study 25 to 30 minutes and then take a 5-minute break. Breaks will help you concentrate better and finish faster. Be sure that your breaks are not longer than your study session and be sure to schedule your breaks.
4. Study during daylight hours if at all possible. The experts have found that one hour of day time study is equal to one and a half hours of night study. If you get your work done as soon after school as possible, you will have more time for relaxing in the evening. Talk on the phone or watch TV after homework is done.
5. Review every subject as soon as possible, but definitely within 24 hours. Forgetting takes its greatest toll in 24 hours. By reviewing every day, you eliminate the need to cram.
6. Prioritize Assignments. If you have an essay paper due the next day, a reading assignment for science, a test in Spanish, and a report due in two weeks, you obviously need to prioritize and do "first things first." Complete the assignments that must

93

be done by the next day in order of importance. Study Spanish, complete the essay, read the science, work on the report. If you have no time to work on the report, at least meet the two most important deadlines. Learn to prioritize.

7. Estimate the amount of time each assignment will take, plan when you are going to work on each subject, and set a stopping time for your study session. This will force you to work toward a specific goal and help you to concentrate.
8. Allow enough time for sleep, a well-balanced diet, and leisure activities. If you keep up with your school work on a daily basis, there should be no need to cram for exams, and you should have plenty of time for play.

SURVEY AND QUESTION

1. Read the title, turn it into a question.
2. Read the introductory paragraphs, formulate questions.
3. Read all headings and subheadings, turn those into questions.
4. Read all captions under pictures, charts, graphs, or maps.
5. Read the summary if there is one.
6. Read any review questions or teacher-made study guides.
7. Ask yourself, "What did my instructor say about this chapter or subject when it was assigned?"
8. Ask yourself, "What do I already know about this subject?"

READ

1. Look for answers to the questions you raised while surveying and questioning.
2. Look for answers to the questions from the beginning or end of the chapter or from teacher-made study guides.
3. Reread all captions under pictures, graphs, tables, and other illustrations.
4. Carefully read all the underlined, italicized, or bold printed words or phrases.
5. Carefully study graphic aids.
6. Reduce your speed for difficult passages.
7. Stop and reread parts which are not clear.

RECITE

1. Oral recitation--Triple strength learning.
2. Taking notes.
3. Underlining important parts or highlighting (if the book is yours, of course)

94

REVIEW (Within 24 hours)

1. Page through the chapter and reacquaint yourself with its overall structure and important points.
2. Read the written notes or outline you have made and write marginal questions.
3. Read the underlined portions and write marginal questions.
4. Periodically review the information so that at test time you do not need to cram. You might want to make a review schedule.
 - 1st Night - Take notes
 - 2nd Night - Orally recite notes and write marginal questions.
 - 3rd Night - Cover notes and quiz yourself out loud using the marginal questions.

NOTE TAKING

Cornell Format:

1. Draw a line 2 1/2 to 3 inches from the left margin.
2. The widest section (right side) is for notes.
3. The smaller section (left side) is for questions.
4. It is not necessary to use traditional outline format, but details should be indented under main points. Uses dashes, stars, dots-anything to show the relationship between main idea and detail.
5. It is not necessary to write complete sentences; phrases are fine.
6. It is not possible to write every word when listening to a lecture.
7. Listen for main ideas and important details.
8. Listen for verbal clues when taking lecture notes. If your teacher says, "The definition is . . ." or "The three main causes are. . ." chances are you need to know that definition, and you need to write the three causes.
9. Marginal questions need to be written as soon after taking notes as possible; remember-- forgetting takes its greatest toll in 24 hours.
10. Marginal questions need to be written beside the answer so that you can easily check the accuracy of your answer.
11. When studying notes, cover up the note column with a piece of paper and practice answering the question. Do this out loud— Triple strength learning! You can ask a friend or parent to quiz you, or you can quiz yourself.
12. This note-taking format has a built in provision for active study. First you write the notes, then orally recite your notes and write

95

questions about their content, and finally cover your notes and quiz yourself out loud by answering the questions.

13. Perhaps your teachers put all their notes on the board or overhead and you simply copy what they have written. That will not always be the case. Note taking is a skill you will use throughout your school career. Learn to do it well now!

Semantic Mapping:

A method of capturing the main idea and supporting details using graphics. A map can help you understand how concepts and ideas relate to one another.

Steps to follow:

1. Write the subject in the center of your paper. Illustrate it or draw a geometric shape around it.
2. As you survey or review information, write the main topics you will be studying. Attach the main topics to the subject with a line. Mapping experts suggest no more than 6 or 7 topics be included.
3. As you read, write down important details about each of the topics.
4. To review, cover up the details and orally recite.

UNDERLINING/HIGHLIGHTING

Underlining Hints:

1. Underline after reading a section. Only then is it clear what the main ideas are. Students who underline while reading tend to underline too much. Highlighting as you read is a passive activity. The purpose of underlining is to highlight the main ideas for later review. If too much of the text is underlined, you might as well reread the whole chapter.
2. Make marginal notes--questions, terms, headings--in the text for later review.
3. Use double lines, asterisks, and numbers to set main ideas off from subordinate ones.
4. Underline only the important points. Underline enough so that rereading underlined portions makes sense but be careful not to underline unnecessary words. Structure words, subordinate clauses, phrases, and transitions can often be left out.
5. Cover up the text and use marginal notes as a stimuli for review.

96

TEST TAKING

Study Strategies:

- * Study in a quiet place.
- * Review every day-time management.
- * Keep track of extra handouts.
- * Study as early in the evening as possible.
- * Listen to lectures and films with pen in hand.
- * Prioritize assignments by doing "first things first".
- * Don't just make excuses for a poor performance; look at the real reason why you were not successful.
- * Use active study strategies, such as oral recitation and double-column notes.
- * When reading a chapter for a test, take notes. There is

a better chance you will remember the material.

- * Highlight important items in your notes.

Suggestions for overcoming test anxiety:

- * Relax. Take several deep breaths while relaxing your shoulders, arms, and hands.
- * Think briefly about a fun activity in which you will participate after the test. Say to yourself, "This, too, shall pass."
- * Think positive thoughts. Have faith in yourself.
- * REMEMBER: THE NUMBER ONE SOLUTION FOR TEST ANXIETY IS TO BE PREPARED.

Active Test Preparation:

1. Organize class handouts. If your teacher gives you readings, or returns a test or worksheet, put these loose papers in a safe place.
2. Keep up with class notes and textbook readings. The best way to prepare for a test and to do well is to keep up with the class notes and textbook readings. The night before the test should be used for review of old materials not for learning new material. Keeping up requires that you keep yourself organized and plan your weekly schedule so that you get all of your assignments completed on time.
3. Schedule daily and weekly reviews. Since forgetting takes its greatest toll in 24 hours, review after every class. Besides daily reviews, schedule a half hour weekly review (per class) to go over all the material covered that week. Remember that you forget over eighty percent of what you learn within 24 hours of learning it, and forgetting increases even more as time passes.

97

Unless you schedule daily and weekly reviews, you will have to relearn nearly everything when you study for the test. With periodic reviews, you will forget less, remember more, and no doubt, do better on tests. Also, you will spend less total time studying.

4. Use oral recitation-talking out loud- to study for a test. Remember-oral recitation is triple strength learning. You can study with a friend, ask a parent to quiz you, or listen to yourself recite information out loud. This is a very effective active study method. Oral recitation is an important part of the double column note taking system.
5. Make flash cards to study for a test. Do you remember learning your multiplication tables? The chances are you used

flash cards. Using flash cards enabled you to learn multiplication facts quickly and permanently. Making flash cards is an active study technique. Flash Cards are 3 X 5 index cards on which you place a possible test item on one side and the answer to that item on the other side.

What are some possible uses for flash cards?

- * Questions and answers.
- * Lists of items.
- * Vocabulary words or terms for all your classes.
- * Foreign language vocabulary.
- * Math or science formulas or abbreviations.

6. **Use SQ3R (SURVEY, QUESTION, READ, RECITE, REVIEW):**

If you use SQ3R, you will always have a "road map" for your assignment, which will help you to remember it better. You will always do something with what you have read or studied immediately after reading it. And finally you will review regularly. Using SQ3R regularly will make preparing for tests much easier.

7. **Use the double column note taking format** in all your classes for readings and class notes. Writing the questions and answering them out loud are both dynamite test preparation hints.

8. **Highlight key ideas in your notebook, on worksheets, or in photocopied readings.** Highlighting will help you to focus in on the really important points. If you have some "dead time" you can quickly review the highlighted sections just before the test. Like 3 X 5 index cards, a highlighter is an important item to have in a well-equipped study area.

98

9. **Get enough sleep** the night before a test and eat something in the morning. If you are tired or hungry, you will not do as well on the test.

10. **Think positively.** Your attitude will affect your study time and your performance on the test. Remember the hints for combating test anxiety, but remember that being well prepared will help you to think positively.

LISTENING

Listening act consists of four connected activities:

1. Sensing - Hearing what is said.
2. Interpreting - Words have no meaning, people have meaning.
3. Evaluation - Deciding whether or not to agree with the

speaker.

4. Responding - Nonverbal clues, giving feedback, asking questions, requesting clarification. Be sure that you understand so that you can get information back again.

Importance of being a good listener:

1. Good listeners are popular
2. Good listening saves time, need to give directions only once.
3. Good listening allows better note taking and better grades.
4. Good listening leads to fewer misunderstandings.

Eight bad listening habits:

1. Calling the subject dull.
2. Criticizing the speaker.
3. Overreacting to content, e.g. emotional words like communism, capital punishment, etc.
4. Listening for facts only.
5. Trying to outline everything.
6. Faking attention.
7. "Giving in" to distractions.
8. Wasting "thought speed"

To improve listening:

1. Listen with pen in hand.
2. Think about the topic in advance.
3. Concentrate - Do not let your thoughts wander.
4. Plan to report what you heard to someone else or on paper.

99

NSAA HIGH SCHOOL ELIGIBILITY ATHLETIC ELIGIBILITY POLICY

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the Principal or Activities Director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before

the eleventh school day of the current year.

4. Student is ineligible if 19 years of age before August 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins on the third Monday in August and ends with the state meets in the fall sports. The winter sports seasons begin the third Monday in November and end with the state meets in the winter sports. The spring sports season begins on the first Monday in March and ends with the state meets in the spring sports.
9. A Student shall not participate in sports camps or 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 nine for the first time after being promoted from grade eight on a two-year junior high, or a

100

three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she 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 or tenth grade, he/she shall be ineligible for ninety school days.

12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety

school 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 parent moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents 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.

Nebraska School Activities Association, 8230 Beechwood Drive, Box 5447, Lincoln, NE 68505-0447 Ph: (402)489-0386

101

ACADEMIC ELIGIBILITY POLICY

The Osceola Public Schools will follow the following policy for academic eligibility for all school activities.

This policy will be used to determine the extracurricular eligibility of all students' grades 6 -12 at Osceola Middle/High School.

This policy will be added to the existing minimum requirements used by the NSAA.

A student may become ineligible by having a failing grade (below 70%) and/or by displaying unsatisfactory behavior.

Grades and behavior will begin to be determined at the end of the 3rd week for all quarters.

The eligibility report will be printed by the Principal/Activities Director at 7:30a.m. on Friday or the last day of each school week.

Students and coaches/sponsors will be notified on that day. Parents will be notified by mail or email that their child is not meeting the academic criteria to participate.

The student will then be placed on the Ineligibility List (on file in the Activities Directors office). The student will be able to practice, but not be allowed to participate in competition during the next week (Monday through Sunday). The student will be ineligible until the failing grade reaches 70% or until the behavior has satisfied the instructor. Each student will receive 1 warning week each semester for the first failing grade. Quarter grades from 1st and 3rd quarter will determine eligibility for the 1st week of the 2nd and 4th quarter.

Reports will be placed in the instructor's mailboxes and are deemed confidential.

Students in special programs will have their academic eligibility determined by an IEP written by the Special Education instructor in conjunction with the Principal and/or Counselor.

Note: **The Academic Eligibility Policy was adopted April 15, 1996.**

WEDNESDAY NIGHT SCHOOL ACTIVITIES

Osceola Public Schools will not schedule Activities on Wednesday evenings after 6:30 p.m. Students will not be restricted from participating in activities sponsored by NSAA that are scheduled past 6:30 p.m. There will be no practices or activities on Sunday or holidays without prior approval from the administration.

ACTIVITY SCHEDULING

All activities and events using District #19 facilities must be scheduled through the Activities Director. The Activities Director's office maintains the official school activities calendar.

102

ACTIVITY FUNDS

The Principal will have custody of all funds of classes, organizations, and activities. The bookkeeper will keep records of individual accounts under separate headings, but funds will be deposited in one general account at the bank. A complete record of all receipts and expenditures shall be maintained at all times. These records and the fund shall be audited once every year by a certified public account and selected by the Board of Education.

NATIONAL HONOR SOCIETY

Selection process into National honor Society

1. Grade Point averages are given to the sponsor from the school office each September and January.

2. The sponsor gives a letter of consideration to each junior and senior (not in NHS) who has a 3.5 GPA at the beginning of the school year and at second semester sophomores are included.
3. The students show an interest in being selected to the organization by filling out the informational sheet and returning it to the sponsor by the deadline date.
4. Students have one week to ten days to return their information sheet to be considered for the organization.
5. The high school staff and sponsors meet to discuss the character, leadership, and service of each student, or any concerns they have with these students.
6. The NHS sponsor only tallies the questionnaires and then calls a meeting of the selected faculty council (5 members) to make a final decision on which students are eligible to be members of the organization.
7. Students selected are then tapped out by the NHS officers during first period of the school day. Tapping out consist of honoring the students with a NHS T-shirt that is worn throughout the day to signify acceptance into the NHS organization.
8. In the spring a formal induction service is held, during an assembly, in the High School gym. Family, friends and the public are invited to attend. A reception will follow in the commons area for NHS members and guest.
9. If a student violates a NHS, school/community rule or their GPA drops below a 3.5 they are placed on probation for a semester, given the appropriate demerit and a letter is sent home to the parents alerting them of the probation.

103

NHS Demerit System

The following actions can earn you a demerit with NHS:

Not attending scheduled meeting:	1 demerit
Not participating in selected activity:	2 demerits
Not following school policies:	3 demerits
Not following state and federal laws:	5 demerits

After receiving 5 demerits a student will be put on probation for a year. This will follow through during the summer vacation months.

Students receiving a second set of 5 demerits will be dismissed from the organization immediately. Any senior receiving 5 demerits will be dismissed from the organization and will not be recognized at graduation or be given the NHS medallion to wear.

Students will be excused for missing a meeting or activity because of an illness or another function occurring at the same time. However, if more than 1 activity is missed an extra community service project will be assigned and completed or a demerit will be given.

SCHOOL ACTIVITIES

SCHOOL PLAY	ONE-ACT PLAY
SPEECH/DRAMA	STUDENT COUNCIL
CHEERLEADING	FOOTBALL
VOLLEYBALL	WRESTLING
GIRLS BASKETBALL	BOYS BASKETBALL
GIRLS TRACK	BOYS TRACK
NATIONAL HONOR SOCIETY	FFA
GOLF	DANCE TEAM
INSTRUMENTAL MUSIC	VOCAL MUSIC
QUIZ BOWL	SCHOOL DANCES
HOME COMING	PROM ROBOTICS

STUDENT COUNCIL

The Student Council is governed by a constitution and supervised by a faculty sponsor appointed by the Principal. The purposes of this organization shall be:

- 1) To promote citizenship, scholarship, and sportsmanship.
- 2) To promote better understanding between faculty and students and among students themselves.
- 3) To promote school activities.
- 4) To further school spirit and morale.

104

The duties of the Student Council shall be:

- 1) To assist in the elections that affects the entire student body; unless organizations desire otherwise.
- 2) To be responsible for assisting with special programs and assembly programs.
- 3) To be the agency through which student recommendations relative to the school are presented to the administration of the high school.
- 4) To make recommendations and suggestions for the good of the school to various extracurricular departments. All recommendations are to be made with the approval of the Principal.

SPORTS PHYSICAL EXAMINATIONS

Students must present written consent from their parent(s)/ guardian(s) and a medical doctor before they may practice or participate in any extra-curricular contest or event. The written consent is on both the physical form and the Nebraska School Activities Association form. Physical exams are good for one calendar year from the date of examination and signature of the attending physician.

OSCEOLA MS/HS PARTICIPATION RULES

Participants and parents must sign and return the signature portion of these rules, and should keep one copy for their own information. All students participating in any school activity or group will be governed by the District 19 participation rules policy. Rules forms are in the MS/HS office.

ACTIVITY INSURANCE

All participants on athletic teams will be required to provide their own athletic insurance, or a waiver of insurance. Several local insurance agents can provide this type of coverage. A minimum coverage policy is available through the school. Check with your current insurance agent if you have any questions about coverage you may already have.

ATHLETIC EQUIPMENT

Athletic equipment is purchased by the school for each sport. Athletes are solely responsible for the equipment issued to them. Regardless of whether equipment is lost or stolen, an athlete who fails to turn in issued equipment will pay for it. Athletes must have any obligations from one sport completed before they will be allowed to practice for the next sport. (Also: See Dress Code, Item 7 regarding

105

school-issued uniforms.)

WEIGHT ROOM

The weight room is an important part of a student/athlete's physical development. There must always be an adult sponsor in the weight room when students are lifting. Students should never lift alone. Always have a spotter present when lifting. The weight room is also open to Osceola community members. Please contact the Activities Director before lifting.

EXTRACURRICULAR ACTIVITY POLICY

EXTRACURRICULAR ACTIVITY PHILOSOPHY

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

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

Safety: The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents: The purpose of this warning is

106

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

EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

Purpose of the Code of Conduct: Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct

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

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, Student Council, National Honor Society, Middle School dances and other school sponsored organizations and activities. The Code of Conduct also applies to eligibility for candidacy as royalty for Harvest of Harmony Royalty, homecoming royalty, activities royalty, and prom royalty. The Code of Conduct does not apply to prom, homecoming, activities banquet, FFA banquet, graduation, or

107

any performance, event, or activity that is directly tied to an academic class the student is enrolled in. A student who is in violation of the Code of Conduct may attend all of these activities, but s/he may be restricted from participating as a speaker, officer, or royalty if they are in violation of extra curricular rules. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall

sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA or until the last day of school, whether or not the student is a participant in an activity at the time of such conduct. Students should be aware that their conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines, which the coaching/activities staff and the activities director has sole discretion over.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

GROUND FOR EXTRACURRICULAR ACTIVITY DISCIPLINE

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation. Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such

108

offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

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

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.

7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" for further information).

8. Public indecency.

109

9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

11. Repeated violation of any of the school rules.

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

13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.

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

15. Willfully violating the behavioral expectations for those students riding Osceola Public School buses or vehicles used for activity purposes.

16. Failure to report for the activity at the beginning of the 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.

17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

18. 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 or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

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

110

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

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

CONSEQUENCES

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequences will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

If the student honestly self reports the misconduct, s/he will have the penalty reduced by 50%. For a 45-day suspension, the suspension shall be reduced to 21 days. For a 90-day suspension, the suspension shall be reduced to 45 days.

Consequences for violating the Code of Conduct will only be applied during the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA or until the last day of school. For instance if a student commits a violation that earns him or her a 45 day suspension from activities 10 days prior to the end of school, the student will serve 10 days of the 45 day penalty and the remaining 35 days of the penalty will commence with the commencement of the fall sports season.

CRIMINAL OFFENSES

An activity participant who engages in conduct that is a violation of criminal law (other than criminal offenses related to drugs or alcohol), whether or not the activity participant is cited or charged for a criminal offense, shall be prohibited from participating in any extracurricular activity.

111

For conduct that would, if cited or charged, constitute a misdemeanor (other than traffic violations for which the penalty is less than four (4) points under the Nebraska statutory point system) the following periods of non-participation shall apply:

1. First Violation: 45 days.
2. Subsequent Violations: 90 days.

For conduct that would, if cited or charged, constitute a felony, the following periods of non-participation shall apply:

1. First Violation: 90 days.
2. Subsequent Violations: 120 days.

DRUG AND ALCOHOL VIOLATIONS

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Meaning of Terms

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance.

Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

112

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to

leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

DRUG AND ALCOHOL CONSEQUENCES

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or any subsequent offense: 90 days.
3. Reduction for self-reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. If the student has self-reported a second or subsequent violation, the second or subsequent violation shall be reduced to 45 days for the second or subsequent violation.
4. Increase of penalty for failure to be honest: If a student is questioned by a school official, coach, or activity sponsor regarding a possible violation of the Student Code of Conduct and the student fails to be honest, the student will have an additional 14 days added to the length of the suspension.
5. Reduction for participation in a chemical dependency program: For the second and any subsequent drug and alcohol violations, the students and parents may agree to participate in a school-approved program for chemical dependency. If the parents and the students agree to participate in the school-approved program, the consequence will be reduced by 50%. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the

113

Activities Director. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for the original length of suspension imposed.

6. More serious violations: In the event of more serious drug or alcohol violations, such as student engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by

the foregoing, and may be established in the good discretion of the administration.

MULTIPLE SIMULTANEOUS CRIMINAL, DRUG OR ALCOHOL VIOLATIONS

In circumstances where a student commits multiple criminal, drug or alcohol violations simultaneously, the consequence will be set based on the single violation that carries the most serious disciplinary consequence. If it is later determined that the student had simultaneously committed an infraction which has a more serious disciplinary consequence than the infraction for which the student was disciplined, the student will receive the more serious disciplinary consequence, with credit for the discipline served. (For example, if a student had served a 45-day suspension for a first offense misdemeanor and it is later determined that the student had simultaneously with the misdemeanor conduct also committed a first offense felony, which carries a 90-day suspension, the student would be suspended for an additional 45-days).

Simultaneous violations for this purpose mean rule violations that are not interrupted in such a manner that the student has a reasonable opportunity to consider the implications of his or her misconduct. The intent is that a student not receive overly harsh discipline for a single event that constitutes multiple violations or a series of uninterrupted bad decisions. As an example, if a student drinks alcohol, drives while impaired by alcohol, commits a theft, and commits an assault, all in one condensed span of time 24 hours or less, the student would be disciplined based on the single infraction that carries the most serious disciplinary consequence. An exception will be applied if it is determined that the student engaged in subsequent violations in the belief that he or she could do so without receiving an activity rule consequence. For example, if the student has been suspended for committing a felony, and subsequently but within a time period that would otherwise be considered simultaneous, commits a misdemeanor,

114

the student may be suspended for an additional period of time for committing the misdemeanor.

Self-Reporting

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, activities director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but

the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

If the student honestly self reports the misconduct, s/he will have the penalty reduced by 50%. For a 45-day suspension, the suspension shall be reduced to 21 days. For a 90-day suspension, the suspension shall be reduced to 45 days.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. If a student is questioned by a school official, coach, or activity sponsor regarding a possible violation of the Code of Conduct and fails to be honest, the student will have an additional 14 days added to the length of the suspension.

When Suspensions Begin

Consequences for violating the Code of Conduct will only be applied during the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of

115

the spring sport season established by the NSAA or until the last day of school. (For instance if a student commits a violation that earns him or her a 45 day suspension from activities 10 days prior to the end of school, the student will serve 10 days of the 45 day penalty and the remaining 35 days of the penalty will commence with the commencement of the fall sports season). Suspensions begin the day the school official determines a violation has occurred and notifies the student of the violation.

Letters and Post-Season Honors

A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.

Determining a Violation Has Occurred

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When school officials otherwise find sufficient and credible evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline

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

1. **Investigation**: The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. **Meeting**: Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.

116

- a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.

- b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. **Notice Letter**: Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Activities Director or the Activities Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. **Informal Hearing Before Superintendent**: The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Activities Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

- a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
- b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
- c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's

117

designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

- iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. **No Stay of Penalty:** There will be no stay of the penalty imposed pending completion of the due process procedures

6. **Opportunity for Informal Resolution:** These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

ATTENDANCE

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the schools attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, a student must be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

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

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an

118

extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

ACADEMIC STANDARDS

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

show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.

2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests beginning on the Monday following the report and continuing until the following Sunday.

3. Academic requirements do not apply to:

a. Instructional field trips which are a part of the scheduled course learning experience; or

b. Activities or events which are a part of the student’s grade requirements.

Legal Reference: Neb. Rev. Stat. §§ 79-254 to 79-296

119

Internet Safety-Digital Citizenship

In the science classes at Osceola High School we talk about the proper use on the Internet and the responsibilities associated with it as a user. In these studies we continually discuss the proper use and management of such a resource. The students at Osceola understand the many different aspects of computer and Internet usage and how it applies to an ONE to ONE school.

Internet Safety:

When the subject of Manti Teo came out, I had a discussion with my 8th graders on the scams and fishing on the internet. We talked about how you cannot trust a person whom you are talking to and do not personally know. We talked about how giving your personal information on the internet, to any website, is very dangerous. This was a good example of how anyone can be fooled on the internet. If in doubt with anything on the internet, ask your parents if it is safe or not.

- I reviewed this same example this year to my Modern Problems class.
- I used this same example this year for school year 2016-17.

**OSCEOLA PUBLIC SCHOOLS
INTERNET SAFETY
REPORT FORM**

1. Date of occurrence:

*Quarter 1: 2016-2017 school year (discussion)
Quarters 1-4: 2016-2017 school year (monitoring)*

2. Nature of occurrence or lesson:

Class discussion in all subjects, involving the following topics:

- 1. Maintaining a level of anonymity online, ie. making sensible decisions when sharing personal information.*
- 2. Expressing oneself appropriately and intelligently on social networking sites and forums.*
- 3. Determining whether a website is a safe and reliable source of information.*
- 4. Displaying respect and courtesy to others while engaging in online gaming.*
- 5. Understanding that any information you present about yourself and/or your opinions online is essentially making a permanent document of said information.*
- 6. Understanding the need to verify "facts" presented on websites.*

Student online activity was also monitored via the LANSchool app.

3. Core curriculum course(s) in which the event/lesson occurred:

Algebra, Algebra 2, Geometry, Trigonometry, Pre Calculus, and General Math (1 and 2).

_____ James Ekart _____
Staff member

_____ 5/16/2016 _____
Date

Digital Citizenship Report

Lessons

Date

Graphic Design

Image Searches - Had a discussions on safe use of Internet search when searching for pictures

August 2016

Kindergarten

Safety Handout which included discussion on Internet safety
And video: My Online Neighborhood

May 2017

5th Counseling

During Bullying Unit – Discussion on Behind the Back Bullying and how that relates to Cyberbullying. A discussion and activity on the dangers, outcomes, and possible solutions.

May 2017

MAYNARD BOARD REPORT
JUNE 12TH 2017

- 1.) Do we pursue project HOPE? (Grant and Bank options)
- 2.) Multicultural Reports attached
- 3.) Digital Citizens Reports attached
- 4.) Lunch Program updates
- 5.) Handbook attached (~~Redlined~~)

Any questions of me?

Dale

Multicultural Report Middle School Reading 2017
Roxanne Page

All grades read and discuss stories that deal with:

Holocaust, ex: Number the Stars, Ann Frank, and Glenda Wiesman's documentary

African Americans, ex: Harriet Tubman Underground Railroad, Rosa Parks, The Gold Cadillac, and stories of Anansi, Satchel Paige, I Have a Dream, Martin Luther King,

Native Americans, ex: The Red Apple, The Medicine Bag

Mexican, ex: Celebrating Life and Death, Mexican Style, and from Barrio Boy

I also use **materials from Teaching Tolerance**: The Civil Rights Movement, A Place at the Table, equality in America, Viva La Causa, the story of Cesar Chavez, The Children's March, and The Shadow Of Hate.

Materials from Scholastic Magazine. Hispanic Heritage Month and Black

INTERNET SAFETY (DIGITAL CITIZENSHIP) 2017

Sites used this year were:

Digital Citizenship Sense Education/and posters

Nine elements of Digital Citizenship

What Your Students Really Need to Know About Digital Citizenship

This year the accounting students looked at different forms of money around the world, also looked at different business ethics.

Business Basic looked at how words are taken differently from one culture to another.

Intro to Business students looked at different markets around the world

Economics - students looked at the different kinds of economic structures that exist around the world.

Multi-Cultural Report
2016 - 2017
HS Resource Room

Along with the study of proper adjectives, during the 4th quarter of school, students learned about their heritage. Students wrote a paragraph using the proper adjective correctly. The information in the paragraph included: climate, types of food, industry, leisure type activities as well as any other information or traditions they feel is interesting. They also included which of these traditions their family does or enjoys.

Multicultural Report

In the science classes at Osceola High School we talk about the origins of Atomic Theory, the Universe, the Stars as well as other theories involved in the development of science. In these studies we continually discuss the scientist involved as well as their origins. Scientists from around the world have contributed to providing a basis for science, as we know it. The students at Osceola understand that many different men and women from many different countries have helped in developing the foundation for the Science we study today.

OSCEOLA PUBLIC SCHOOLS
MULTICULTURAL EDUCATION REPORT

1. **Date of Occurance:** January

2. **Nature of occurrence or lesson:** To celebrate Martin Luther King Jr.'s birthday, I have a discussion and show a video depicting the life, struggle and accomplishments of Dr. King.

3. **Core curriculum in which the event/lesson occurred:** Any class from grades 8 through 12.

Staff member: Phil Doerr

Date: 5/19/17

**OSCEOLA PUBLIC SCHOOLS
MULTICULTURAL EDUCATION
REPORT FORM**

TEACHERS: Please indicate the type of multicultural activities you have presented in your class this school year. You need not be specific as to date; you could list 1st quarter or 4th week, etc.

1. Date of occurrence:

Quarters 1 – 4, 2016-2017 school year

2. Nature of occurrence or lesson:

*Use of the plus and minus signs, which are Hindu-Arabic in origin.
Use of the equals sign, which is European in origin.
Use of the digits 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, which are Indian in origin, although generally referred to as Arabic numerals in the Western world.
Use of the Greek alphabet to represent unknown angle measures.*

3. Core curriculum course(s) in which the event/lesson occurred:

Algebra, Algebra 2, Geometry, Trigonometry, Pre Calculus, and General Math (1, 2, 3).

_____ James Ekart _____
Staff member

_____ 5/19/2017 _____
Date

**Osceola Public Schools
Textbook Inventory**

_____ 5/19/17

Multicultural Report
Dr. C.
16-17 School Year

Senior English—In this class, we examined literature from primarily European countries and writers, but we also studied different Native American legends and how they compared to British literature. Throughout the year, we discussed how we are different and how it is important to respect the differences, as well as appreciate them. We also talked about respecting one another's opinions in class since there are many ways to arrive at the correct answer.

Sophomore English—In this class, we examined Native American literature in the story, *Cree's Daughter*, we studied Haiku poetry for Japanese history, we even completed a Japanese Spring Ceremony with tree tags to finish our Japanese unit. We talked about the 1930s and the treatment of African-Americans in the novel, *To Kill a Mockingbird*, and we completed a classroom unit on racism as it applied to education. We read short stories by women, as well as men, to provide an insight on gender differences in literature and how works are composed. We discussed some poetry by various Mexican-American poets and looked at syntactic differences as it relates to culture.

8th grade English—In this class, studying multicultural literature was next to impossible because I wasn't allowed to teach literature. I could only teach the grammar side of English, so we talked about respect for one another through our activities and lessons. We worked on oral communication and respecting each other's differences and opinions. The class and I talked about how certain words came from different languages and used those on our word wall, which was somewhat multicultural. It was very interesting to see the words the students picked for the word wall. I think they had fun learning new words that they could then use in casual conversation.

This year the accounting students looked at different forms of money around the world, also looked at different business ethics.

Business Basic looked at how words are taken differently from one culture to another.

Intro to Business students looked at different markets around the world.

Economics - students looked at the different kinds of economic structures that exist around the world.

Multicultural Education Report

Lessons

Date

American and European	Draw & Paint	1 st & 3 rd Quarters
American and European	Art & Design	1 st & 3 rd Quarters
Greek Art –Clay work	Art 7	3 rd & 4 th Quarters
Murals (Mexican Art)	Draw & Paint	4 th Quarter
Art History (DiscoverSeries) Kindergarten		3 rd & 4 th Quarter
Batik (Indian Art)	Art 7	4 th Quarters
Origami (Japanese Art)	Art 3	4 th Quarter
Mosaics (Greek & Roman Art) Art 2		4 th Quarter
Indian Headresses	Kindergarten	November

Board of Education Regular Meeting
May 08, 2017 6:00PM
Middle School/High School Media Center

1. Osceola Public Schools Board of Education Information

Notice of this meeting was posted at the Jeffrey Elementary School, Osceola Middle School/High School, Pinnacle Bank of Osceola, and the Osceola Post Office. A copy of the agenda items is tentative and may be changed by the Board if necessary.

2. Opening Procedures

2.1. Call the Meeting to Order

President Schleif called the regular meeting to order at 6:01PM and informed those in attendance that a current copy of the Open Meetings Act is posted in the meeting room, then directed the public to its location.

2.2. Roll Call

Present Board Members:

John Kropatsch	Doug Rathjen
Tom Schleif	Christine Gaedeke
Mike Neujahr	

Absent Board Members:

Jennifer Boruch

Also present were Superintendent Rinehart, Principal Maynard, Principal Webster, Debra Berry, 2 representatives from ESU #7, 3 staff members, 1 student and 1 patron.

2.3. Excuse Board Members Who Are Absent

Motion Passed: To excuse Boruch from the meeting passed with a motion by John Kropatsch and a second by Doug Rathjen.

Jennifer Boruch	Absent	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

3. Approval of Agenda

Motion Passed: To approve the agenda as written passed with a motion by John Kropatsch and a second by Mike Neujahr.

Jennifer Boruch	Absent	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

4. Recognition of Visitors/Communications from the Public

4.1. Visit from ESU #7 Board Member Terry Fusco and Employee Otis Pierce talking about ESU services Osceola uses.

Mr. Otis Pierce and Mr. Terry Fusco represented Educational Service Unit #7. Mr. Pierce explained to the Board the services that ESU #7 provides to school districts. He also showed the Board the services that are provided and used by Osceola Public Schools.

Updated Attendance:

Jennifer Boruch was updated to present at 6:18PM.

4.2. Welding information update.

Mr. Steve Schmit updated the Board about revamping the welding program. Through several months of gathering information, getting bids, reorganizing, and putting together plans, Mr. Schmit presented his final plan to upgrade the welding program with new welders, helmets, duct work, and needed supplies. Mr. Schmit also talked with the Board about a green house. He is pursuing a grant for this purchase.

5. Reports

5.1. Principals Reports

5.1.1. Elementary Report

Elementary Brett Webster gave his written and oral report about: NeSA testing is over; special thanks to PAC for helping us to get supplies, and to all the teachers that created locker/desk tags to help encourage students to do their best; MAPS testing is almost over; field trips are done for the school year; the Elementary Track and Field Day is scheduled for 1:00PM, Monday, May 15th; the Accelerated Reader Party will be Wednesday, May 17th at the Columbus Bowling Alley; the last day for Preschool is May 17th; 5th Grade Promotion is 2:00PM on Thursday, May 18th; and the last day of school for the Elementary is Thursday, May 18th.

5.1.2. MS/HS Report

MS/HS Principal Dale Maynard gave his written and oral report about: Madison Kropatsch was named Omaha World Herald's Honorable Mention for Academics; Derek Voigt received the 2018 National Merit Scholarship; ACT makeup tests and NeSA testing is done; the 2017-2018 schedule was presented; Honors Night is scheduled for Monday, May 15th; and Local Beef Day will be May 17th with the Columbus News Team covering the event; Mr. Ethan Yungdahl informed the Board about H.O.P.E. Squads which are suicide prevention teams. Training is provided for those on the team. Training teaches the signs of suicide, how to persuade not to commit suicide, and then refer to a trained professional. Training costs could be mostly covered through grants and donations.

5.2. Superintendent's Report

Superintendent Steven Rinehart gave his written and oral report about: possibly replacing teacher computers; to use some funds from the Preschool grant to expand the storage room for equipment and supplies; Environmental Services tentatively will come the week of May 22nd to tear out asbestos and carpet in the Elementary computer and music rooms; Midwest Carpeting will install carpeting after Environmental Services completes their job; NASB summer workshops and trainings are being scheduled; and a bid to fix the drainage problem in the area for handicap parking at the Elementary.

5.3. Board Reports

There were no board reports.

6. Action Items

6.1. Consent Agenda

Motion Passed: To approve the consent agenda passed with a motion by Jennifer Boruch and a second by Doug Rathjen.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.1.1. Approval of the Previous Meeting's Minutes

6.1.2. Treasurer's Report

6.1.3. Payment of general fund claims in the amount of \$342,898.44

6.1.4. Payment of depreciation fund claim of \$2,695.00

GENERAL FUND	
Beginning Balance	\$ 830,433.85
Income	+ 117,973.19
Expenses	- 368,837.36
Ending Balance	\$ 579,569.68
DEPRECIATION/EQUIPMENT FUND	
Beginning Balance	\$ 290,887.37
Income	+ 128.11
Expenses	- 0.00
Ending Balance	\$ 291,015.48
UNEMPLOYMENT FUND	
Beginning Balance	\$ 36,714.32
Income	+ .62
Expenses	- 0.00
Ending Balance	\$ 36,714.94
ACTIVITY FUND	
Beginning Balance	\$ 46,041.72
Income	+ 11,899.32
Expenses	- 12,092.03
Ending Balance	\$ 45,849.01
LUNCH FUND	
Beginning Balance	\$ 31,744.51
Income	+ 10,856.39
Expenses	- 12,520.96
Ending Balance	\$ 30,079.94
BOND FUND CHECKING ACCOUNT	
Beginning Balance	\$ 22,523.39
Income	+ 4.32
Expenses	- 0.00
Ending Balance (Checking Account)	\$ 22,527.71
BOND FUND LIQUID ASSET	
Beginning Balance	\$ 80.49
Transfers In	+ 0.00
Interest Income	+ 0.00
Transfers Out	- 0.00
Balance	\$ 80.49
SPECIAL BUILDING FUND	
Beginning Balance	\$ 398,252.38
Income	+ 2,885.58
Expenses	- 0.00
Ending Balance	\$ 401,137.96
QUALIFIED PURPOSE UNDERTAKING	
Beginning Balance	\$ 182,909.98
Income	+ 8,742.59
Expenses	- 0.00
Ending Balance	\$ 191,652.57

6.2. Consider, discuss and take all necessary action to accept contract from Hiland Dairy.

Motion Passed: To accept Hiland Dairy's contract for milk delivery services for the 2017-2018 school year passed with a motion by Jennifer Boruch and a second by Mike Neujahr.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.3. Consider, discuss and take all necessary action to amend Wellness Policy 5417.

Motion Passed: To accept the amended Wellness Policy 5417 to replace the old Wellness Policy 5417 and Wellness Policy 5417 - Administrative Regulations passed with a motion by Doug Rathjen and a second by John Kropatsch.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.4. Consider, discuss and take all necessary action to accept the resignation of Speech Pathologist Jena Mentink at the end of 2016-17 school year.

Motion Passed: To accept the resignation of Speech Pathologist Jena Mentink at the end of the 2016-2017 school year passed with a motion by Jennifer Boruch and a second by John Kropatsch.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

Thank you, Mrs. Mentink, for your service to the students of the Osceola District over the past 4 years.

6.5. Consider, discuss and take all necessary action on bids for speech services for 2017-2018.

Motion Passed: To accept the 1 year contract with Therapy Works located in Columbus for speech services for the 2017-2018 school year passed with a motion by Doug Rathjen and a second by Mike Neujahr.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.6. Consider, discuss and take all necessary action to approve renewal of nurse's contract with Polk County Health Services.

Motion Passed: To renew the Polk County Health Service's nurse's contract for the 2017-2018 school year passed with a motion by Jennifer Boruch and a second by Doug Rathjen.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.7. Consider, discuss and take all necessary action to accept the resignation of Head Maintenance/Bus Coordinator Brad Mead.

Motion Passed: To accept the resignation of Head Maintenance/Bus Coordinator Brad Mead at the end of May 2017 passed with a motion by Mike Neujahr and a second by Christine Gaedeke.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

Thank you, Mr. Mead, for your service to Osceola Public Schools.

6.8. Consider, discuss and take all necessary action to hire Tom Fritz as new Head Maintenance/Bus Coordinator.

Motion Passed: To hire Thomas Fritz as the new Head Maintenance/Bus Coordinator passed with a motion by Jennifer Boruch and a second by John Kropatsch.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.9. Consider, discuss and take all necessary action to accept the resignation of Elementary Para-professional Kiley Carey at the end of 2016-17 school year.

Motion Passed: To accept the resignation of Elementary Para-Professional Kiley Carey at the end of the 2016-2017 school year passed with a motion by Doug Rathjen and a second by Christine Gaedeke.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

Thank you, Miss Carey, for providing the District with great student support during the second semester.

6.10. Consider, discuss and take all necessary action to address lunch prices for the 2017-18 school year.

Motion Passed: To raise current meal prices \$0.05 across the board for all meals for the 2017-2018 school year passed with a motion by Doug Rathjen and a second by Jennifer Boruch.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.11. Consider, discuss and take all necessary action to set activity prices for the 2017-2018 school year.

Motion Passed: To keep the current activity prices of \$4/student and \$5/adult for the 2017-2018 school to match Crossroad Conference pricing passed with a motion by John Kropatsch and a second by Christine Gaedeke.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

6.12. Consider, discuss and take all necessary action to appoint a person to replace Mr. Kropatsch's board position.

Agenda action item 6.12 "Consider, discuss and take all necessary action to appoint a person to replace Mr. Kropatsch's board position" was tabled for action at a future meeting.

7. Discussion Items

7.1. Discuss purchase of technology upgrades.

Superintendent Rinehart reviewed needs for upgrades to staff computers in his report and will put as an action item on the June agenda.

8. Next Meeting Dates and Times

8.1. Regular meeting June 12, 2017, 6:00PM at the Osceola Middle/High School Media Center.

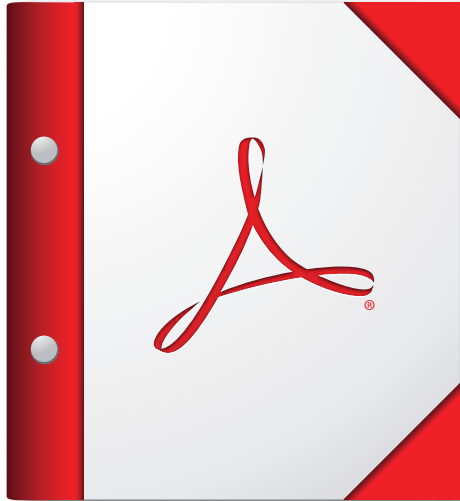
9. Adjournment

Motion Passed: To adjourn the meeting at 8:39PM passed with a motion by John Kropatsch and a second by Jennifer Boruch.

Jennifer Boruch	Yes	Mike Neujahr	Yes
John Kropatsch	Yes	Doug Rathjen	Yes
Tom Schleif	Yes	Christine Gaedeke	Yes

Respectfully submitted,

Debra D. Berry, Secretary Appointed



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Board Report – Monthly
GENERAL FUND

Posted - During Check Cycle; Fund Number 01; Processing Month 06/2017

<u>Check #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Total</u>
30460	AMUR EQUIPMENT FINANCE, INC.	COPIER LEASE	189.23
30461	AUGIE'S AUTOBODY REPAIR	PARTS/LABOR/REPAIRS	259.77
30462	BIRCH TELECOM	LONG DISTANCE SERVICE	15.33
30463	BLICK ART MATERIALS	SUPPLIES	145.27
30464	BUSINESS TELECOMMUNICATIONS	PHONE SYSTEMS SOFTWARE MAINTENANCE	330.00
30465	CENTERPOINT ENERGY SERVICES RETAIL, LLC	NATURAL GAS	1,707.41
30466	CITY OF OSCEOLA	WATER/SEWER/COMPACTOR	1,209.16
30467	CONTROL SERVICES, INC.	PREVENTATIVE MAINTENANCE/EQUIPMENT	1,294.58
30468	DOLLAR GENERAL - REGIONS 410526	SUPPLIES	62.20
30469	EDUCATIONAL SERVICE UNIT #6	MARZANO SURVEYS	500.00
30470	EGAN SUPPLY COMPANY	SCRUBBER PADS	103.55
30471	ENVIRONMENTAL SERVICES, INC.	ASBESTOS MANAGEMENT	580.42
30472	ESSENTIAL SCREENS	BACKGROUND CHECKS	61.00
30474	ESU #7 PRODUCTION DEPARTMENT	SUPPLIES	697.21
30475	ESU #7 SPECIAL EDUCATION DEPT	SPED SERVICES	9,258.07
30473	ESU #7	JOHN BAYLOR PREP CONSORTIUM	1,232.00
30477	FARM BUREAU FINANCIAL SERVICES	TERM LIFE INSURANCE	25.47
30478	FATHER FLANAGAN'S BOYS' HOME	EDUCATION SERVICES	7,618.60
30479	FLINN SCIENTIFIC, INC.	SUPPLIES	61.50
30480	FRONTIER COOPERATIVE COMPANY	FUEL & SUPPLIES	2,359.77
30481	GARY'S PLUMBING, LLC	SUPPLIES	87.15
30482	GLUNZ, BRENDA	PSYCHOLOGIST SERVICES	1,565.92
30483	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	MATH WORKBOOKS	1,558.12
30484	INTO CAREERS	NCIS SOFTWARE	800.00
30485	JACKSON SERVICES, INC.	RUG SERVICE	276.04
30486	JONES, JEFF	COMPUTER CONSULTING AND REPAIRS	4,350.00
30487	JOSTENS, INC.	DIPLOMA COVERS	219.60
30488	MATHESON TRI-GAS, INC.	SUPPLIES	72.24
30489	MAYNARD, DALE	HITCH FOR TRASH TRAILER	24.16
30490	MENARDS	EQUIPMENT	245.31
30491	MF ATHLETIC, LLC	WEIGHTROOM EQUIPMENT	1,055.74
30492	NEBRASKA COUNCIL OF SCHOOL ATTORNEYS	CONFERENCE REGISTRATION	95.00
30493	NEBRASKA EV. LUTHERAN HIGH SCHOOL ASSN.	CRC HONOR BAND/CHOIR MEALS	67.50
30494	NELSON, BARTLEY	LAWN SERVICE	1,500.00
30495	NEWZBRAIN EDUCATION	SUBSCRIPTION (SOFTWARE)	309.00
30496	OFFICENET, INC.	SUPPLIES	1,033.45
30497	OPTUMHEALTH	FLEX PLAN FUNDING	150.00

Board Report – Monthly

Posted - During Check Cycle; Fund Number 01; Processing Month 06/2017

<u>Check #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Total</u>
30498	OSCEOLA FOOD MART	SUPPLIES	25.48
30499	OSCEOLA IMPLEMENT & SUPPLY, INC.	REPAIRS/PARTS/SERVICE	768.73
30502	OSCEOLA PUBLIC SCHOOLS	PRESCHOOL MILK & COOKIES FOR PROMOTION	420.74
30503	OSTMEYER LAWN SERVICE	FERTILIZING THE FB FIELD	360.00
30504	PERRY GUTHERY HAASE GESSFORD	LEGAL SERVICES	774.00
30505	POLK COUNTY HEALTH DEPARTMENT	NURSING SERVICES	1,187.50
30506	POLK COUNTY NEWS	PRINTING & CLASSIFIED ADS	328.44
30507	POLK COUNTY RPPD	ELECTRICITY	8,067.89
30508	POSTMASTER	BOX RENTAL	116.00
30509	PRESTO-X	PEST CONTROL	83.19
30510	PYRAMID SCHOOL PRODUCTS	SUPPLIES	377.17
30511	RALLY AUTO PARTS	DOME LAMP FOR BUS	3.69
30512	SCHMIDT SPEECH LANGUAGE PATHOLOGY SERVICES, LLC	SPEECH SERVICES	2,802.21
30513	TOTAL FITNESS EQUIPMENT, INC.	WEIGHTROOM EQUIPMENT	1,822.00
30514	TRUCK CENTER COMPANIES	PARTS	71.22
30515	VERIZON WIRELESS	CELL SERVICE	53.82
30516	WINDSTREAM	DISTANCE LEARNING SERVICE	<u>35.95</u>
Checking Account Total:			58,417.80
<u>Checking</u>	1		
26	HARLAND CHECKS	CHECKS	60.25
394	MAIL FINANCE	POSTAGE METER LEASE	168.00
393	MG TRUST COMPANY	TSA PAYABLE	385.00
392	OPTUMHEALTH	FLEX PLAN FUNDING	<u>457.94</u>
Checking Account Total:			1,071.19
<u>Checking</u>	4		
1778	FARM BUREAU FINANCIAL SERVICES	TERM LIFE INSURANCE	25.47
1777	MENARDS	SUPPLIES	97.46
1780	OPTUMHEALTH	FLEX PLAN FUNDING	150.00
1781	PINNACLE BANK	SUPPLIES	647.12
1775	SCHOLASTIC BOOK CLUBS, INC.	LIBRARY BOOKS	150.00
1776	THOMPSON CO., INC., THE	SUPPLIES	33.62
1779	WINDSTREAM	DISTANCE LEARNING SERVICE	<u>36.01</u>
Checking Account Total:			<u>1,139.68</u>
 TOTAL OF CHECKS & PREPAIDS			60,628.67
TOTAL OF PAYROLL			<u>266,897.49</u>
GRAND TOTAL			<u>327,526.16</u>

Board Report - Monthly

DEPRECIATION/EQUIPMENT FUND

Prepaid Check; Fund Number 02; Processing Month 06/2017

<u>Check #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Total</u>
1026	ENVIRONMENTAL SERVICES, INC.	ASBESTOS CLEANUP	<u>5,944.00</u>
GRAND TOTAL:			<u>5,944.00</u>

Board Report - Monthly

QUALIFIED CAPITAL PURPOSE UNDERTAKING

Automatic Payment; Fund Number 09; Processing Month 06/2017

<u>Check #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Total</u>
41	CHASE BANK	PAYMENT OF INTEREST	5,342.50
42	PINNACLE BANK	WIRE FEE	<u>15.00</u>
GRAND TOTAL:			<u>5,357.50</u>