

GENERAL STUDENT INFORMATION

ADMITS TO CLASS

A student who has been absent from school or leaves during a school day must bring a note to school upon returning from an absence, signed by a parent or guardian, stating the reason for the student's absences. These notes are to be turned into the Principal's office prior to the student's going to his/her homeroom.

ARRIVAL AND DISMISSAL

The school will, arrange for supervision of students before school beginning at 8:00 a.m. Parents are asked not to bring or send their children to school prior to this time. Exceptions for early arrival may be made, but a note or telephone call must come prior to approval.

Students will be required to leave the school grounds immediately after school, as supervision will not be provided. All students should be out of the building fifteen minutes following the dismissal time and will not be readmitted except when extremely important.

ATTENDANCE POLICY FOR STUDENTS

The Howells Board of Education believes that learning takes place most effectively when students spend ample time engaged in instructional activities and when those activities suffer minimal disruption. However, the Board also believes that instruction is not limited to classroom interaction. A wide range of supportive activities is offered in the Howells Public Schools to students in order to enhance the curriculum and to provide students an opportunity to refine their talents.

The Nebraska School law 79-201 requires that all pupils are in school during all days and hours that school is in session. It is the professional opinion of the Howells Public Schools that a student's educational process is greatly hampered if he/she is not in class. Therefore, to a large degree students need to be in class for a number of reasons, i.e. introduction of materials, testing, student-student and student-teacher interaction, and group work, to mention only a few.

Parents should stress the importance of schoolwork and the value of daily attendance. Attendance is an important part of a student's school record. Please call the Principal's office (986-1621) before 8:15 a.m. if your son or daughter is absent.

The following Attendance Policy has been adopted for all students at Howells Public School and is intended to emphasize to all students how very important good attendance and punctuality is, not only at school but also all facets of life.

Please study this policy carefully. This policy will not affect the vast majority of students, but for those who have attendance problems, keep this policy in mind. Remember that this attendance policy applies to all students enrolled in junior or senior high school courses for credit.

ABSENCES – The following types of student absence are recognized:

A student absent for any part of the day for any reason except to officially represent the school will be entered as absent on the school attendance records

1. **Directed Absences** - These occur when a student is absent from a scheduled activity because he/she is participating in another instructional or non-instructional activity at the direction of school officials. Such activities would include, but not be limited to field trips, co-curricular school activities and other school-sponsored activities.
2. **Excused Absences** – These occur when a student is absent from instructional activities with the consent of both the student’s parents and school Administration. The most common reasons for excused absences are illness and family emergency. Other reasons for excused absences include, but are not limited to, family trips, college visitations, and medical appointments.
3. **Unexcused Absences** – These occur without the joint permission of the school Administration and the student’s parent/guardian. A student may be charged with an unexcused absence, despite parental permission, if the administration determines the reason for the absence is invalid.
4. **Truancy** – These occur without parental and school authority consent. The penalty may be detention, suspension, or expulsion from school. Zeroes will be given for every class missed.
5. **Tardiness** – This situation is defined as failure of a student to be present in the assigned location at the time when an instructional activity begins.

A note stating the reason for the student’s absence, parental awareness and permission must accompany absences from school. Credit for make up work will be given only for excused absences. Absences without parental and school permission will be considered as truancy from school and dealt with according to the established policy concerning truancy.

These notes are to be turned in to the teacher.

If a student must leave during the school day for a scheduled appointment, parents are asked to send an explanatory note prior to the absences allowing the student to make necessary arrangements for make-up work. The responsibility for turning in notes rests with the student. Forged or fraudulent notes will be considered as truancy from school and discipline administered in an appropriate manner.

Questions concerning class absences should be directed to the Principal.

LIMITATIONS OF ABSENCE

The following procedures will be administered for accumulated absences,

- A) Advisory procedure - Parents will be contacted by telephone or by letter when the student has accumulated three (3) absences per semester.
- B) When the student has accumulated six (6) absences per semester, the parents or guardians may be required to attend a conference with school officials to discuss student's chances of successful completion of the semester studies. There is no guarantee that a student will be recommended for advancement to the next grade level with an excessive number of absences.

2) The following procedures will be administered for tardiness:

- A) Advisory procedure - Parents will be contacted by telephone or by letter when the student as accumulated three (3) tardies per quarter.
- B) When the student has accumulated three(3) or more tardies per semester, the student may make up time during recess and/or after school.

Students whose absences, whether excused or unexcused, may be subject to retention in grade, loss of credit, or referral to the appropriate authorities for violation of the state's compulsory education statute.

For students who are subject to the compulsory education statute, Sec. 79-209, the procedures required to compel attendance shall begin when a student's absences, excused and unexcused, reach five (5) in a school calendar quarter.

The procedures to compel attendance include notification to the Superintendent of the student's excessive absence. The Superintendent shall conduct an investigation or appoint a staff member to do so to determine if exceptional circumstances exist which would justify such absence and to determine what further steps are appropriate. Such steps may include, but are not limited to:

- A. A meeting between appropriate school staff, the student, and the student's parent/guardian to attempt to solve the attendance problem;
- B. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative educational program that meets the specific educational and behavioral needs of the child would help solve the attendance problem;
- C. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the attendance problem, supplemented by specific efforts by the school to help remedy any condition diagnosed; and

D. Investigation of the attendance problem by the school staff to identify conditions which may be contributing to the attendance problem. If services for the child and his/her family are determined to be needed, the designated staff member shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the attendance problem.

If the student continues to be habitually absent, and it appears that the student's absences as defined above will exceed twenty (20) cumulative days within the school year, the Superintendent or his/her designee shall send written notices to the person violating the compulsory education statute warning him/her to comply with its provision. If within one week after the time such notice is given, such person is still violating the section, the superintendent or his/her designee shall file a report with the county attorney of the county in which such person resides. Once notice has been sent, complaints may be filed directly for subsequent violations without further notice being sent.

ADVISORY PROCEDURE: After a student has been absent three (3) class periods from the same class per semester, the student will be counseled, and a letter will be sent to the student's parent(s)/guardian(s). This letter will explain the attendance situation and also be a reminder that students may accumulate six (6) absences from class without penalty.

APPEAL PROCEDURES: It is the responsibility of the parents to notify the school within five (5) working days after receiving the credit loss notification for absences to request an appeal. Failure to notify the school within five days will result in the loss of credit.

Upon receipt of a request to appeal, the school will set up a meeting between the parents and Principal within ten working days. At this meeting the parents shall have opportunity to bring all relevant information to the attention of the committee.

The results of the meeting may be appealed to the Superintendent and the Board of Education in that order.

APPOINTMENTS DURING SCHOOL HOURS

Students should try to make dental and doctor appointments or other engagements of like nature, before or after school hours. They should make sure that these engagements do not interfere in any way with their school duties. If a special situation calls for an appointment during school hours, students should bring a statement from their parent/guardian verifying the appointment.

BUS

On the regular morning and afternoon bus routes to and from school, the bus driver is the supervisor. Regular school conduct is required of all students. Any violations or cases of misbehavior will be reported to the Principal's office and dealt with the same as any other school misbehavior and can result in prohibiting the student from riding the school bus.

The following are the rules of conduct to be upheld by students while riding a bus.

1. While riding the bus, students are under the supervision of the school bus driver and must obey him/her at all times. The driver has the responsibility to notify the Principal of misconduct; the Principal has the authority to temporarily suspend a student from riding the bus.
2. If a student does not follow the rules, a misconduct report may be sent to the parents. The second report of a rule violation will mean forfeiture of riding privileges. In extreme violations a student may lose his/her riding privilege with the first offense.
3. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus. Students should not divert the driver's attention by talking to him/her, except in the case of an emergency.
4. Bus riders are expected to be courteous to fellow students and the driver. They should not take advantage of small children in order to get a seat. Horseplay, fighting, scuffling, or slapping at others will not be tolerated on the bus. Seats may not be reserved.
5. Students should assist in keeping the bus clean, sanitary, and orderly at all times. Paper, food or other objects should not be thrown on the floor of the bus. Keep the aisle and front door clear of books, lunches, coats, packages and band instruments. Students should not put their feet in the aisle. When departing from the bus, students should remove all items that were carried onto the bus.
6. Students are permitted to open windows only if the driver consents. Hands, arms, and heads should be kept inside the bus at all times. No objects of any nature shall be thrown or passed into or from the bus door or windows by passengers or others. Students should refrain from calling out to passers-by.
7. Noise on the bus should be kept to a minimum. The same behavior is expected on the school bus as in a classroom. Riders should not change seats while the bus is in motion. Absolute quiet is necessary when the bus is approaching a railroad track crossing to allow the driver to listen for approaching trains.
8. Students should never tamper with the bus or any of its equipment, i.e. fire extinguishers, first aid kit, or emergency door. These are to be used only in case of an emergency by an authorized person.
9. If the emergency door or emergency window exit is found open or partially open, the bus driver should be immediately notified. The rear door is an EMERGENCY DOOR and should be used only in an emergency and at the direction of the driver. It is not to be tampered with. In case of an emergency, students are to follow the directions given by the driver and remain on the bus unless told to unload.

10. All school rules apply to buses. This is considered a part of the school day for those students who ride the bus.
11. The driver may establish additional rules of conduct. The driver may assign the students seats and hold them responsible for their seats.
12. Penalty for misbehavior is at the discretion of the Principal. Depending on circumstance the disciplinary action may include removal from bus for 1 to 10 days or permanent removal from the bus by a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

CARE OF PERSONAL PROPERTY

Students are encouraged to bring only a minimum amount of money and NOT to carry large sums of money while attending school or school activities. Valuables are not to be left in student lockers, dressing rooms, PE lockers or classrooms. They should be checked in at the Principal's office, PE Coaches' office or with a teacher. The school will not be responsible for lost or stolen articles NOT properly checked in with the above mentioned authorities. This is the student's responsibility. Radios and tape players are not allowed to be played during the school day, and consequently, students are not to bring them to school.

CARE OF SCHOOL PROPERTY

Although the physical features of any school do not determine its effectiveness, attractive surroundings contribute to the well being and happiness of the pupils. One cannot help but look with disfavor upon the person who is careless and thoughtless about the school building and grounds. To destroy flowers and shrubs, to mar the desks by writing or cutting, to deface the walls of the building is to bring discredit upon our student body.

School pride and appreciation for the invested money of the taxpayer and parents, demand the effort of every pupil for the careful preservation of the building and school property. Students should make it a point to take good care of it. Students should develop pride in keeping both the building and equipment as neat as possible since they are using it temporarily.

In order to effectively discourage lack of respect and improper care of school property, a record is made at the beginning of the year of all property assigned to each pupil. Students are responsible for all equipment checked out to them and will be held responsible for any lost articles plus a possible fine for any damage beyond normal wear. For any property that shows excessive wear or abuse, a fine may be assessed by the teacher in charge or by the administration and must be paid before school records will be cleared.

Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher in charge of the classroom.

A teacher's desk and its contents are his/her personal property and should be respected as such by all students.

Counters, desks, and tables are made to work on, not sit on. Students who are seen doing so may be disciplined accordingly. The same is true of propping feet on chairs and/or tables.

Students are expected to keep their books covered and are subject to fine if this is not done.

CLOSED CAMPUS

Howells Public Schools operates under a closed-campus. Students are not allowed to leave the school grounds during the school day, 8:15 a.m. until 3:35 p.m. without permission of a student's parents or legal guardian and/or the Principal. Any student leaving the school grounds (for any reason) is required to check out with the Principal. Failure to check out properly may result in disciplinary action.

Permission to go home for lunch may be granted for those students able to walk home and return to school on time. A written statement, signed by the parent/guardian, requesting the student to eat at home must be brought to school before the Principal will allow the student to go home at noon.

COMMUNICATIONS

We work very hard to keep our students and parents informed as to what is going on at the Howells Public Schools. A monthly calendar and menu will be home each month.

Please make a habit of holding your child accountable for getting papers home to you. Their backpacks and folders should always have something of interest in them...graded papers, newsletters, notes from teachers, etc.

DRESS AND GENERAL APPEARANCE

The appearance and dress of Howells students shall be that style which is consistently in good taste, socially acceptable, does not endanger the health, welfare, or safety of the students, nor detracts from the educational process for other students.

1. Shoes are required at all times. Flip flops, "Crocs", and other types of sandals without back straps are not to be worn to school.

2. Students will not be allowed to wear clothing bearing wording, insignias, or patches of alcoholic beverages, drugs, tobacco, profanity or suggestive inscription.
3. Appropriate shorts can be worn during the school day. The Principal will determine the appropriateness.
4. No tank tops, net shirts, caps, PE apparel, athletic practice attire, or excessively revealing clothes are to be worn during the school day.
5. No exposed midriffs will be allowed and mesh tops can only be worn if another solid shirt is worn under it.
6. Coats/jackets/caps are to be kept in lockers.
7. Permanent, visible tattoos are strongly discouraged.
8. The Principal has the responsibility to decide if a person's style of dress or appearance is in violation of prescribed regulations and if it constitutes a disruption of the process of education. In case of extreme or undesirable dress or appearance, the student may be asked to change clothes, be issued other clothing or be asked to leave school until the situation is corrected. Violations of this dress code may result in disciplinary action.

FIELD TRIPS

Classes may take educational field trips during the school year. Such trips will be made in school busses with a teacher in charge. Parents will be notified when the trip will occur. Parents are often asked to help supervise/chaperon a group. It is best to leave preschool youngsters with a sitter. If you come along to help we'll keep you busy enough with our class members to watch.

Teachers will instruct the students as to what is appropriate for them to bring along on the field trip.

FIRE DRILLS AND TORNADO DRILLS

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building or takes cover by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction. Fire and tornado drill instructions are posted in each classroom. Students should make it a point to familiarize themselves with the instructions.

The fire alarm, which is a steady bell from the fire alarm system, is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. When students have cleared the building, they should report to their designated area with their teacher. The students will be notified by the Principal or his designee to return to the building.

A tornado drill will be announced on the school intercom. Again, take cover in the designated areas quickly and quietly, and in an orderly fashion. An announcement on the intercom will return students to class following the drill

GUIDANCE COUNSELOR

Developing a positive self-concept, acquiring sound decision-making skills, and developing proper communication skills are essential to success in school and life. A child's social and emotional needs must often be met before academic success can be achieved. Our guidance counselor assists kids in all these areas. He has weekly lessons with each of our classes and is also available for individual conferences. If you feel the need to visit with the guidance counselor regarding your child or wish to make arrangements for your child to visit with him please contact him at 986-1621.

ADMISSION REQUIREMENTS

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before October 15 of the current school year (for school year 2012-2013 and each school year thereafter; age of five years on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins). The School Board may admit a child who will reach the age of five between October 16 and February 1 of the current school year (for school year 2012-2013 and each school year thereafter; are of five years on or after August 1 and on or before October 15 of such school year) if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission with the current school year; or (iii) the child has demonstrated through a recognized assessment procedure approved by the School Board that the child is capable of carrying the work of kindergarten.

Early admission based on assessment procedures is not permitted in the absence of an assessment procedure approved by the School Board. The School Board shall approve and make available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten on or before January 1, 2012 and thereafter update the approved procedures as the school Board deems appropriate.

A child shall be eligible to enter first grade at the beginning of the school year if the child has not attended kindergarten but is six years of age or will be six years of age on or before October 15 of the current school year, and school officials determine that such grade level is the appropriate placement for the child.

Birth Certificate, Physical and Visual Evaluation:

The parents or legal guardian shall furnish:

- 1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of the child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or dis-enrollment, but does result in a referral to the local law enforcement for investigation).
- 2) Evidence of a physical examination by a physician, physician assistant, an advanced practice registered nurse within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless parent or legal guardian submits a written statement objecting to a physical examination.
- 3) Evidence of a visual evaluation by a physician, physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless parent or legal guardian submits a written statement objecting to a visual examination. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

HEALTH REQUIREMENTS

The State of Nebraska for admission to school requires the following. Students entering and attending Howells Public Schools for the first time are required to complete the items listed below before attending school. Information concerning these requirements can be obtained by contacting the Principal's office.

IMMUNIZATIONS:

According to State law effective July 1, 1999, all student enrolled in school are required to have the following immunizations. Children attending school must be immunized unless the parents can present a statement signed by a physician, physician's assistant or nurse practitioner stating that the immunizations would be injurious to the health or well being of the child or his/her family, or a notarized affidavit stating that the immunization conflicts with the practices of their religious denomination.

A. Two to 5 year olds enrolled in a school program need

DtAp, DTP, or DT Vaccine	4 doses
MMR (Measles, Mumps, Rubella)	1 dose given on or after 12 months of age
Hepatitis B Vaccine	3 doses
Polio Vaccine	3 doses

Hib Vaccine	3 doses or 1 dose given at or after 15 months of age
Varicella (Chicken Pox)	1 dose given on or after 12 months of age.

B. Students entering school for the first time need

DtaP/DTP/DT	3 doses--one given on or after the 4 th birthday
MMR (Measles, Mumps, Rubella)	2 doses—one given on or after 12 months of age and separated by at least one month
Hepatitis B Vaccine	3 doses
Polio	3 doses
Varicella (Chicken Pox)	1 dose given on or after 12 months of age.

C. Students entering 7th grade need

DTaP/DT/Td	3 doses—one given on or after 4 th birthday
Polio	3 doses
MMR (Measles, Mumps, Rubella)	2 doses – given on or after 12 months of age and separated by at least one month.
Hepatitis B Vaccine	3 doses
Varicella (Chicken Pox)	1 dose given or after 12 months of age prior to 13 years of age. If over 13 years of age 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent guardian, or health care provider will be accepted.

D. Students transferring from outside Nebraska need

DtAp, DTP, or DT Vaccine	3 doses one given one or after 4 th birthday
MMR (Measles, Mumpss, Rubella)	2 dose given on or after 12 months of age and separated by at least one month
Hepatitis B Vaccine	3 doses
Polio Vaccine	3 doses
Hib Vaccine	3 doses or 1 dose given o or after 12 months of age and separated by at least one month.
Varicella (Chicken Pox)	1 dose given or after 12 months of age prior to 13 years of age. If over 13 years of age 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent guardian, or health care provider will be accepted.

* All students are required 2 doses of MMR vaccine beginning the 2001-2002 school year.

* New students must present their immunization record prior to enrollment.

PHYSICALS:

The State of Nebraska Law requires a physical examination by a qualified physician within six months prior to the entrance of a child into the beginning grade or in the case of a transfer from out-of-state to any other grade of the local school.

However, any parent who does not want their child to have a physical examination may sign a statement refusing a physical examination for their child. Either a doctor's report of a physical examination or a parent-signed waiver must be provided to the school before the child can enroll. Physical forms and/or waiver forms may be obtained from the Principal's office.

MEDICATION:

Parents should notify the Principal's office when a student is on medication and should note any possible side effects. All medications to be taken during the school day are to be reported to the Principal's office for review. Students are not to keep medication in their locker unless the Principal has granted permission. A note of parental permission for the student to have the medication should accompany all medication. Prescription medications should be in a prescription bottle properly labeled with the student's name, the name and dosage of the medication as well as instructions for administration. Over-the-counter medication should also be in the original container and have the student's name on the container.

Medicine, including non-prescription medications, will only be administered to students with the permission of the student's parent/guardian and under the supervision of the school staff. Written permission is required. Medication that is not in an appropriate container labeled with the above information will not be given.

** If the medication is a controlled substance, the Principal reserves the right to keep the medication locked up in the Principal's office.

** The school will not provide aspirin, ibuprofen, acetaminophen, cough drops, etc for students. All medications must come from home.

CONTAGIOUS OR INFECTIOUS DISEASES:

Students showing any signs or symptoms of a contagious or infectious disease are required by law to be sent home immediately or as soon as safe and proper conveyance can be found (NDE Rule 55).

HELP FROM TEACHERS

Any student who requires additional time at school under the direction of a teacher to adequately master assigned work may arrange such sessions with teachers. Most pupils welcome this opportunity and voluntarily take advantage of it, but if it seems advisable for the welfare of the pupil, teachers have the authority to require pupils to come in for an extra session of supervised study. When this is found advisable, every effort will be made to best fit the mutual convenience of the pupil and teacher.

HOMEWORK

Homework may include memorization, practice exercises, outside reading, projects, or family activities. Teachers and extensive education research note the following major purposes for why homework is used:

1. As an extension of class work - to practice and reinforce specific skills and concepts that were introduced in class.
2. Used to deal with different ability levels, with work missed due to an absence and to encourage students to correct errors a means to taking pride in their work.
3. As preparation for class work - to prepare for in-class discussion or experiments. Upper elementary students are often asked to read or study materials ahead of time. Other activities may include collecting materials or information to bring to class, studying math facts, spelling works, etc.
4. To expand or enrich - to allow students to explore in-dept subjects of personal interest and to allow individual creative forms of expression. Activities may include book reports, reading, research, etc.

Homework is not meant to keep students from "being a kid" or to keep them from important co-curricular activities. The generic rule of thumb for homework is about 10 minutes of homework per subject. Most of our classes have study time within each school day that (when used effectively by the students) can really cut down on the amount of homework a student will have. Planning ahead, being organized and focused, and paying attention will always help a student stay on top of their workload.

INJURIES

Any injury incurred at school or in a school-sponsored activity should be reported to a teacher, coach, Principal or secretary immediately, regardless of whether or not the student has school insurance. Students should notify the Principal's office immediately if they become ill during school.

LEAVING SCHOOL DURING SESSION

Any student leaving school is required to check out with the teacher. The student needs to give name, time of leaving, and a written note for the absence to insure that parents know and approve of the student leaving school early. In case of illness, a call to parent or guardian will be made to insure proper attention to the health of the student. Failure to check out properly may result in disciplinary action.

LUNCH AND BREAKFAST PROGRAM

1. Students are asked to purchase meals in the Principal's office before lunchtime.
2. When students are dismissed for lunch they are to go to the cafeteria as quietly as possible. When returning at the close of lunch period, students are asked to observe proper respect to avoid disturbing classes that are in session.
3. Hot lunches are provided daily.
4. Students may bring their own lunches to school but all food is to be eaten in the lunchroom, unless administrative permission is given for a special occasion.
5. Students are expected to clean up their trays and tables when finished and to display proper etiquette and manners during lunch.
6. Violation of these rules may result in a penalty including the cleaning of the facility and a suspension from the use of the cafeteria.
7. Charges for lunches cannot exceed \$30.00. When the \$30.00 limit is reached, students will not be permitted to eat school lunches until the bill is paid in full.
8. Breakfast is served from 7:45—8:05 AM on normal school days and from 9:45 –10:05 AM when there is a late start for any reason. Students who plan to eat breakfast are encouraged to arrive before 8:00 AM so that they have adequate time to eat the breakfast meal. Food will not be allowed to leave the eating area.

We do have provisions for free and reduced price meals for those families that qualify. An information sheet stating the guidelines for free and reduced meals as well as the application form for the same will sent home with the students during the first week of school. If you feel that you qualify and would like to apply for free or reduced meals, please fill out the application form and return it to the principal's office.

MAKE-UP WORK

The make-up work of students will be counted for credit when satisfactorily completed according to the guidelines stated below.

1. To receive credit for work missed due to excused absences (i.e. parent requested prearranged absence, personal illness, bereavement or emergency in the family or participation in an approved school activity, the student, upon returning to school, is responsible a) for requesting assignments for make up work and b) for completing the make up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.
2. The teacher, based on the content being studied and the length of the student's absence, will determine the date when make up work is due. Ordinarily, students have two (2) days to make up their work for each day they miss school. If make-up work is not completed by the due date, students may be required to stay after school one hour per day to work on those assignments until the teacher's expectations are met.

Assignments should be requested through the office for those students absent for an extended period of time. For work missed because of absence at the end of a marking period, an incomplete grade will be given for work not completed.

With the exception of In-School suspension, all work missed because of truancy or suspension will be given no credit. Also any work not made up in the allotted time, except with the teacher's permission, will receive no credit.

When a parent/guardian knows in advance that a student must miss school, a signed written note should be sent to the office stating the reason for the absence and signed by the parent as soon as possible prior to the date of absence. The student will be issued a make up slip. The student will need to turn in all work due the day of the absence before leaving and have completed all work for the dates(s) of absence upon his return to class.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, the counselor or the Principal at any time by telephoning the school office (986-1621). We encourage parents to communicate with us on items of concern, interests, etc. We encourage parents to take an active interest in their child's education. It is very important that he/she know that you are interested and concerned.

Parent-Teacher Conferences will be scheduled during first and third quarters. At this time the parents will be given a chance to visit with their son or daughter's teachers to discuss their academic progress

Parents that have a complaint or concern about a class or teacher need to approach the teacher first. Our teachers work long and hard to provide the best learning environment for all students. If your complaint warrants more attention, please contact the principal. We will follow the "chain of command".

PARENT VISITS

Parents shall be allowed to attend and monitor courses, class sessions, assemblies, counseling sessions and other instructional activities provided they have provided reasonable advance notice and provided that their attendance does not interfere with the education process.

PROMOTION

Any pupil, regardless of age or grade, can be retained or promoted. The following procedures will be followed when considering retention:

1. At the end of the first semester, a letter will be sent to parents regarding the school's concern for the child's performance.
2. Student progress will be monitored at the end of third quarter and five weeks prior to the conclusion of the school year.
3. A retention committee made up of teacher(s), principal and parent will review the recommendation made by the classroom teacher.
4. Following the committee meeting, parents will sign a written statement regarding promotion or retention.

In the event that you as a parent strongly disagree with the teacher's recommendation for retention the final decision will rest with the administration and Board of Education.

REPORT CARDS

Students will be graded according to the following grading scale:

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The grading system for Howells Public Schools shall be based on a percentage scale with 70% being the lowest grade possible to receive academic credit and 100% being the highest possible grade. The following grade system has been devised for that purpose:

A- Superior	A+	98 -100
	A	96 - 97
	A-	94 - 95
B – Above Average	B+	92 – 93
	B	89 – 91
	B-	87 – 88
C – Average	C+	84 – 86
	C	80 – 83
	C-	77 – 79

D – Passing	D+	75 – 76
	D	72 – 74
	D-	70 - 71
F-Failing		Below 70
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory
R		Resource Room

Report cards will be issued to students upon conclusion of each quarter. Parents are asked to sign the report card and return it to school as soon as possible. Midterm reports will be mailed mid-quarter to parents.

RIGHTS AND RESPONSIBILITIES

Our school setting is much like that of a community. In each community, there are rights and responsibilities of each of the members. These are outlined below. Any violation of these rights and/or responsibilities need to be brought to an adult’s attention; if not observed by an adult. We cannot make sure these rights and responsibilities are enforced without the help of students and parents.

RIGHTS

1. **To be treated with understanding:** this means that others will not laugh at me or try to hurt my feelings – they will treat me the way they would like to be treated.
2. **To be myself:** this means that no one will treat me unfairly because of the color of my skin, because of my size, whether I am a boy or a girl, etc.
3. **To be safe in school:** this means no one has the right to harm me in any way.
4. **To expect my property to be safe in school:** this means no one should touch or use my stuff without my permission.
5. **To hear and be heard in school:** this means what I have to say is valuable and that I will be an active listener and participant.
6. **To learn about myself and others in this school:** this means that I am free to express my thoughts and feelings as long as I do not hurt others and as long as I listen to others’ thoughts and feelings.
7. **To learn and not be hindered by others in my learning:** this means that no one should interfere with me as I am trying to learn.
8. **To be helped to learn self-control:** this means that no one will stand by silently while I abuse the rights of others or when others abuse my rights.

9. **To be proud of my school, community, and country:** this means to take pride in what goes on in these areas of my life.
10. **To expect that all these rights will be mine in all circumstances as long as I am exercising my full responsibilities:** this means that I have rights and responsibilities and they work hand-in-hand with each other.

RESPONSIBILITIES

1. **To treat others with understanding:** this means I will treat others the way I want to be treated – I will not laugh at others, tease them, or try to hurt their feelings.
2. **To respect others as individuals and not to treat others unfairly because of their skin color, their size, or any other reason.**
3. **To make my school safe by not harming anyone in any way:** this means verbally or physically.
4. **To respect the property of others: this means I will keep my hand and feet to myself and not touch others' belongings.**
5. **To help create and maintain a calm and quiet school:** this meant I will not disturb others in the hallways, classrooms, or anywhere at school.
6. **To learn about myself and others in this school: this means that I will strive to understand myself and others, and that I will not interrupt or punish others who express their thoughts and feelings.**
7. **To study and to strive to do my BEST to learn and make the best use of all the school offers me without interfering with the learning of others:** this means that being a student is “my job” and that I will work hard to do the absolute best that I can every single day!
8. **To learn and utilize self-control:** this means that I will strive to exercise my rights without denying the same rights of others. I will expect to be corrected when I abuse the rights of others. I am accountable for my actions.
9. **To be a good citizen within my school, community state and country:** this means I will be a leader for those around me.
10. **To protect my rights and the rights of others by exercising my full responsibilities in all circumstances:** this means that I will be responsible in situations and help others and myself along the way.

SCHOOL ASSEMBLIES

Assembly programs have been scheduled to provide students with information, motivation and entertainment. If, for some reason, you as parents do not wish to have your child participate in the assembly, please contact the office and special arrangements will be made.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over the school emergency

communication system (AlertNow) as well as the following radio stations: KWPN (107.9 FM), KKOT (FM 93.5), KLIR (FM 101.1), and KFAB (AM 1110). Reports in the morning will be between 6:30 a.m. and 8:00 a.m. Buses will run accordingly. If no report is heard, it can be assumed that school will be in session.

SCHOOL LIBRARY

The school has a central library where children's books are kept. Students may check out books for one week and may renew them for one additional week.

The students will have one library period per week at which time they will be allowed to check out books for their own use. The teacher will check out books for use in the classroom.

Any student with an overdue book will not be allowed to check out a new book until such a time that the overdue book is returned. In the event that a book is lost, stolen or severely damaged the student will be expected to pay a portion of the cost to replace the book.

STUDENT PLANNERS

Fifth and sixth grade students will use student planners as an organization, responsibility, and communication tool. These planners should be brought to school each day and home again each night. Students are to write down what their daily assignments are. These planners can help in long range planning and time management skills. Parents should make a habit of checking these each day to see what was accomplished, what needs to be done, etc.

SCHOOL SPONSORED ACTIVITIES

Whether students are spectators or participants, school policies apply at all school sponsored events. Co-curricular activities are an extension of the school program; therefore, all school policies will be strictly enforced.

Students must be in good scholastic and citizenship standing before they will be excused from class to participate in a school sponsored activity. Also, students who are absent frequently and are behind in their schoolwork might not be excused.

SCHOOL INSURANCE

Howells Public School shall make a student accident insurance, including football insurance, available to parents/guardians on the basis of a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold soon after school starts in the fall. Enrollment in this insurance plan is voluntary with all premiums paid by parents/guardians. This student insurance policy is not intended to replace other insurance coverage. It is designed as a supplement to your existing insurance coverage.

The district may, on an annual basis, purchase catastrophic accident insurance coverage for students.

STUDENT BILLS

All student bills to the school are past due after the end of each nine-week grading period, except at the end of the school year when bills are past due one week before the end of school. If unusual circumstances prevent immediate payment of bills, parents should contact the school to make arrangements for payment. Students may be given detentions if arrangements are not made for past due bills.

STUDENT USE OF THE BUILDING

There is little need for students to enter the building before 8:00 a.m. Students are to leave the building when school is out each afternoon unless they are staying for some special purpose.

No students should remain in the building after 3:45 p.m. unless under the direct supervision of a faculty member.

SUPPLIES

Each pupil is expected to supply himself with paper, notebooks, pencils, pens, books necessary and special supplies required in specific classes. The pupil must make it his/her business to have their supplies where and when needed. This will greatly facilitate the operation of all classes and assure the pupil greater success in all their schoolwork. Students will not be allowed to go home or downtown to get these items unless the Principal feels it is an emergency.

TARDINESS

Continued tardiness is poor planning and frequently indicates a negative attitude toward the situation to which one comes late. We will try to help all pupils look forward to coming to school. Students will be allowed three (3) tardies to school per quarter. Students will be assigned a detention period for each additional tardy to be served either after school or during a recess. Only pre-arranged appointments such as doctor, dental, physical therapy, etc. will be considered acceptable for being tardy to school. A student will be considered tardy to school until 8:35 a.m. After 8:35 a.m. a student will be treated as absent from class.

TESTING

All students will take classroom unit and level tests that accompany regular academic and/or physical instruction. Some students will also participate in our Title I Remedial Reading and Math Programs.

All students grades 2nd-6th will participate in a nationally standardized tested called the ITBS. We take these tests in March and they enable us to compare individual and school achievement

with individuals and schools around the country. Results of these tests will be reported and explained through a narrative report. Any questions or concerns may be directed to the guidance counselor or the Principal.

TEXTBOOKS

Your books are loaned to you by the taxpayers of the school district without cost. Please use book covers and take care of your books. All items being loaned to a student are loaned at the student's risk. If the item is not returned in good condition, the school will assess a fine. Teachers will use the following guidelines when assessing fines on books that have been lost or damaged:

The following scale will replace lost hardbound books:

Years of use	1	2	3	4	5
Lost or Stolen	100%	80%	60%	40%	20%
Damaged beyond use	100%	80%	60%	40%	20%
Damage to binding	\$12.00	\$10.00	\$8.00	\$6.00	\$4.00
Torn pages (Cost/page)	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Marked Page (Cost/page)	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20

TITLE I READING AND MATH

Supplemental classes are available in the areas of Reading and Math for those that qualify according to our school's matrix of identification. Student's eligibility is based upon a combination of criteria that make up our matrix of identification. The criteria include achievement test scores, classroom performance and teacher recommendation. The Title I classes are meant to serve as "extra help" and are taught in addition to regular instruction provided in the regular classrooms. You will be notified if your child qualifies for Title I.

TREATS AND CLASS PARTIES

Students will be allowed to bring treats only under the conditions that the entire room is included. **MAKE ARRANGEMENTS AWAY FROM SCHOOL SETTING TO SEND OUT ANY PARTY INVITATIONS.**

VISITORS

All visitors are to check in at the Principal's office. No one is to enter a class in session without the Principal's permission. We encourage parental visitation of classes and often allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization. All visitors should first check in with the Principal's office. It is strongly recommended that students refrain from bringing guests to school because they work a hardship on both teachers and students. Students wishing to bring a visitor to school must secure permission for this visitor at least one day in advance. No visitor

passes will be issued during the first two weeks of the school year and the last two weeks of the year.

DISCIPLINE & LEGAL RESPONSIBILITIES

Generally, student cooperation and conduct determine the number and nature of school rules, policies, and procedures. The school personnel make only those policies that are necessary for a productive learning environment. No more is demanded of a pupil than they conduct themselves in a respectable and cooperative manner, be considerate of other's rights, and make the best use of the educational opportunities available to them.

The following rules and regulations are designed to establish order and to protect all members of the educational community in the exercise of their rights and responsibilities on school grounds or during an educational event or function off the school grounds. These statements are outlined for uniform understanding of the practices and procedures used by Howells Public Schools. Setting and enforcing rules for appropriate student conduct shall be the responsibility of the Superintendent. He/she may delegate such authority to the Principal, faculty and as appropriate, other school employees, but shall ensure that rules and enforcement measures are reasonable.

Students are subject to discipline by any school personnel at all times including all activities involving the school. Disciplinary action may include detentions, suspensions, writing assignments, cleaning school facilities, forfeiture of school privileges or other reasonable actions that the teachers and administrators deem appropriate.

Individual records are maintained on disciplinary actions that are turned into the Principal. Parents are notified when it is appropriate.

Any student removed from class or study hall for disciplinary reasons will report directly to the Principal's office and wait there until the Principal can see him/her. The first time a student is removed, the student, teacher, and Principal discuss the incident. The second time parents may also be included in the discussion. If a student must be removed a third time, he/she may be suspended from the class for one to five days. Other appropriate disciplinary procedures may follow. Insubordination is cause for suspension from school. Students must also distinguish between "giving their views" on a matter and "talking back" when discussing a problem with school personnel.

CODE OF CONDUCT

Board of Education Policy 8.6-2 describes the rules and disciplinary procedures relating to student conduct. This policy is frequently revised to ensure compliance with state law. When that occurs, students will be notified. Students are responsible for complying with the most up to date version of the Board Policy.

Any students 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

that interferes with the health, safety, or well-being, or the rights of students or others is prohibited. The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this policy. The following is an enumeration of some of the main areas of conduct that may lead to disciplinary action.

1. Use of violence, force, noise, coercion, threat, intimidation, fear, insubordination or other similar conduct in a manner that constitutes an interference with school purposes.
2. False communication, verbal or written, of the presence of a bomb or other explosive device.
3. The willful causing or attempting to cause damage to private or school property.
4. Stealing or attempting to steal private or school property.
5. Causing or attempting to cause physical injury to self or others, including the throwing of objects or materials which could cause physical injury except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it is necessary to protect some other person.
6. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such a person.
7. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon, fire hazard (such as fireworks) or other prohibited items.
8. Engaging in the use of tobacco or the unlawful selling, use, possessing or dispensing of alcoholic beverages, narcotics, drugs or other controlled substances.
9. Truancy or failure to attend assigned classes or activities.
10. Tardiness to school assigned classes or scheduled activities.
11. Using language that, by school standards, is considered vulgar or obscene.
12. Displays of affection – public demonstrations of kissing, embracing or other intimate contact will not be allowed.
13. Repeated violation of any valid rules of conduct established under this or other Board policies.
14. Loitering on school property before or after assigned classes without the permission of a staff member.
15. Causing a false fire alarm.
16. Trespassing, i.e., being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when instructed to do so by school officials.
17. Unlawful assembly, i.e., assembly which disrupts the educational process.
18. Engaging in sexual assault or attempted sexual assault on a school employee or student or engaging in public indecency as defined by Nebraska statute.
19. Engaging in any other activity forbidden by the laws of the United States of America and the State of Nebraska.
20. Failing to follow the appropriate instructions of school staff, including the employees of the school districts when participating in joint activities, and/or engaging in insubordinate conduct toward school staff.

ALCOHOL AND DRUGS

It shall be the policy of the Howells Public Schools that students shall not possess illegal, dangerous or prohibited items in school, on school grounds, or at school sponsored or school-related activities whether at home or away. These items shall be deemed as contraband and shall be subject to seizure by school officials and if appropriate, can be turned over to law enforcement authorities. Students possessing such items are subject to disciplinary procedures up to and including expulsion from school in accordance with Board Policy.

UNLAWFUL POSSESSION OF FIREARMS ON SCHOOL GROUNDS

The 1994 Nebraska legislature passed LB988 that added the offense of unlawful possession of firearms on school grounds to the juvenile code. LB 1250 requires that the school principal or the Principal's designee shall notify, as soon as possible, the appropriate law enforcement authorities of any of the following actions by students:

1. Violence and force
2. Damaging or stealing property
3. Causing personal injury
4. Extortion
5. Weapons
6. Controlled substances, imitations and alcoholic liquor
7. Public indecency
8. Sexual assault

Stature LB 988 can be summarized as follows:

1. **Firearms** shall mean any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon (under the definition a firearm would include but not be limited to:
 1. Handguns
 2. Rifles
 3. Shotguns
 4. Spudguns
 5. Paint guns
 6. Starter pistols
 7. Pellet guns
 8. "Zip" guns
 9. Etc.
2. **Offense.** Any person who possesses a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds. (This law applies to vehicles that are parked on school controlled premises. Students should not drive cars or pickups that have firearms in them to school or school activities.

3. **Penalty.** Unlawful possession of a firearm on school grounds is a Class IV misdemeanor. (The federal Gun-Free Schools Act also require students be expelled for one year if they are in possession of a firearm on school controlled premises.
4. **Exceptions.** The offense of unlawful possession of a firearm on school grounds shall not apply to:
 - a. Armed Forces and Law Enforcement Officers.
 - b. Adult Supervision. Firearms which may lawfully be possessed by the person receiving instruction, under the immediate supervision of an adult instructor. (Students may bring a firearm to school for education purposes as prescribed by an instructor if permission is sought through and granted by an administrator at least one day in advance. (Speech and drama presentations, gun safety classes, etc.). These firearms must be brought to the school office immediately upon student's arrival at school and kept there except as needed for the educational presentation.
 - c. Gun Rack Rule. Firearms contained within a private vehicle operated by a NON STUDENT adult which are not loaded and (i) are encased or (ii) are in locked firearm rack that is on a motor vehicle. (It is illegal for students to have guns in their vehicles, even if cased and/or on display in a gun rack. Students hunting game to and from school could easily be in violation of this law.)
5. **Confiscation.** Any firearm possessed in violation of this offense (i) in a school, (ii) on school grounds, (iii) in a school owned vehicle, or (iv) at a school sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a peace officer as soon as practical.

DISCIPLINARY PROCEDURES

Administrative actions shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the education process. Such actions may include:

11. Counseling students and conferring with parents as appropriate.
12. Detention before or after school or during recess periods.
13. Requirements to revise assignments or prepare additional assignments.
14. Restriction of co-curricular activities.
15. School service hours. (School service hours will be served before school, after school or on Saturday.
16. Isolation and in-school suspension. In-school suspension does not involve the loss of education benefits since the student is assigned to a location within the school and provided with academic activities. Therefore the procedures described below do not apply to in-school suspension.
17. Recommendation for professional counseling.

18. Logical consequences of the initial behavior such as repairing or reimbursing the cost of damaged items.

Teachers may remove students from class or study hall for disciplinary consideration on a short-term basis pending a conference with the Principal or Superintendent. The student shall be accompanied immediately to an administrator's office. Long-term or permanent re-assignment of a student shall be made only by an administrator.

Corporal punishment of students is prohibited in the Howells Public Schools and by state law. However, nothing in this policy shall prevent the reasonable use of force by employees to prevent a student from injuring himself/herself or others or remove from the scene a student whose behavior presents a danger to himself/herself, others, or the orderly functioning of the school. All incidents involving the use of force are to be reported in writing to the Superintendent within 24 hours of their occurrence.

The use of physical activity, such as exercises, as a punishment is also prohibited. However, this statement shall not be interpreted to limit non-punitive conditioning in athletics.

Teachers and Administrators are encouraged to make maximum use of parental support in maintaining discipline and an effective learning environment. Frequent conferences and contacts on both positive and negative behavior are appropriate.

DETENTION POLICY

2. Students who are given a detention must serve the time either on the day of the infraction or on the following school day. The teacher determines which day at the time the detention is given.
3. A detention obligation takes precedence over all other student activities (meeting, practices, pep rallies, etc.)
4. Students must report to the detention immediately after school and remain there until dismissed.
5. Detention time will generally be from 7:45 a.m. to 8:15 a.m. and 3:45 p.m. to 4:15 p.m.
6. Students not there by 7:45 a.m. or 3:45 p.m. may be considered absent from detention and additional detentions will be assigned.
7. Students will not be allowed to sleep, engage in disruptive behavior, leave the detention room for any reason, or converse with others in the room.
8. Students are to sit in their assigned seats.
9. Students must bring schoolwork to detention and must be working on school assignments or detention assignments. No other material will be allowed. If students do not have enough to work on the detention supervisor will give assignments that will be due before leaving school.
10. Failure to comply with these rules will result in further detentions or suspensions.

IN-SCHOOL SUSPENSION

The Principal for serious or repeated policy violations may give students an in-school suspension. This means that on the days designated:

1. Students will not be allowed to attend classes or study halls, but are to remain in the room designated by the Principal from 8:15 a.m. to 3:45 p.m.
2. Assignments for the classes the students are missing will be brought to the suspension room.
3. Students must bring only class related materials to the suspension room and are to be working on school assignments or those arranged by the Principal.
4. The Principal will arrange lunch break.
5. Students must request to use the restroom through the Principal's Office.
6. Students are not to be in contact with other students during the school day.

If a student accumulates five (5) detentions due to failure to serve his/her detentions, on the 6th detention the student will be issued the following discipline:

- 1st offense – one day in-school suspension.
- 2nd offense – one-day out-of-school suspension
- 3rd offense – three-day out-of-school suspension
- 4th offense – may request expulsion for the remainder of the semester.

If a student receives five (5) detentions from individual referrals due to misconduct, on the 6th detention received he/she will be issued the following discipline:

- 1st offense – one-day in-school suspension
- 2nd offense – three-day out-of-school suspension
- 3rd offense – five-day out-of-school suspension
- 4th offense – may request expulsion for remainder of the semester.

EMERGENCY EXCLUSION/SUSPENSION/EXPULSION/MANDATORY REASSIGNMENT

Howells Public School adheres to the Student Discipline Act of 1994 and other appropriate state laws and regulations with respect to emergency exclusion, suspension, expulsion, mandatory reassignments and the due process of students.

Informal Conferences

Before any student is excluded, suspended, expelled, or mandatorily reassigned for a violation of the district's code of student conduct, such student will attend an informal conference with the Superintendent, Principal or his/her designee. During this conference, the Principal will inform the student orally or in writing of the charges against him/her, including an explanation of the evidence relating to such charges. If the student denies or disputes the charges he/she will be given the opportunity to give his/her

version of the events relating to the charge. In an emergency situation, the Principal may waive the informal conference, but he/she shall schedule a conference with the student and his/her parent/guardian as soon as such a conference is practical.

Guidelines on Making Up Work.

It shall be the policy of the Board to direct the Superintendent to develop and adopt guidelines to be used in determining whether and to what extent a student who is given an emergency exclusion or short-term suspension pursuant to this policy may be given an opportunity to complete any class work, including, but not limited to, examinations missed during the period of suspension. The Superintendent shall take into consideration such things as, but not limited to, what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educationally relevant outcome. Such guidelines as the Superintendent may develop shall be provided to the student and parent/guardian at or prior to the time of suspension.

Emergency Exclusion

A student may be excluded from school on an emergency basis for the following reasons:

- 13.** Having a dangerous communicable disease.
- 14.** Creating a danger to self or others.
- 15.** Disrupting others opportunity to learn.
 - 9.** Exclusion may not last longer than necessary to avoid the threats of the emergency.
 - 10.** If longer than 5 days, there must be substantial compliance with the procedures provided for long-term expulsion.

Short-term Suspension

A student may be suspended for as many as five (5) days for conduct that violates the rules of the Board of Education. The following procedures apply:

- 11.** The Principal or Superintendent will make an investigation.
- 12.** The Principal or Superintendent may suspend the student after he/she determines it is necessary to help the student or to prevent interference with school purposes.
- 13.** The student will be given oral or written notice of charges, an explanation of the evidence against him/her and an opportunity to present his/her version.
- 14.** Within 24 hours (or such time as is reasonably necessary) the following suspension, the administrator will:
 1. Send a written statement to student, student's parent/guardian describing the student's conduct or violation of rule.
 2. Give reason for the action taken.

3. Make a reasonable effort to conference with parents/guardians before or at the time student returns to school.

Long-Term Suspension

The following procedure is required to exclude longer than five (5) days:

3. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
4. Within two (2) days, a written notice must be sent by registered or certified mail to the student, the student's parents/guardians, informing them of the rights under the Student discipline Act of 1994.
5. This notice shall include the following:
 2. Rule violated and summary of evidence.
 3. Penalty which the Principal has recommended.
 4. Notice of defendant's right to a hearing.
 5. Hearing procedures provided by this policy and appeal procedures.
 6. A statement concerning the right to examine all records of the case.
 7. A statement concerning the right to know the identity of witnesses who will appear and substance of their identity.
- G. The written notice letter shall include a form to the student's parents/guardians to request a hearing.

The following preliminary procedure must be followed if a hearing is requested within five (5) days of the notice.

9. Superintendent must appoint a Hearing Examiner.
10. Hearing Examiner must give a written notice within two (2) days after being appointed to Principal, student, and student's parents/guardians of the time and place for the hearing.
11. Requirements to be a Hearing Examiner
 - A. He/she has not brought the charges against the student;
 - B. He/she shall not be a witness at the hearing;
 11. He/she has no involvement in the charge; can be impartial;
 12. He/she must be available to answer any questions relative to the hearing;
 13. He/she may be a school employee.
12. The hearing must be held within five (5) days after the request, but cannot be held without providing the Principal, student and student's parents/guardians at least two (2) school days notice. The hearing may be postponed by the Hearing Examiner for good cause.
13. The right to examine the record and written statements (including the statement of any witnesses for the school), prior to the hearing must be provided to legal counsel, student, student's parent/guardian or representatives.
14. If no hearing is requested, the punishment goes into effect on the 5th day following notice. A hearing may be held, if requested after five (5) days, but no later than thirty

- (30) calendar days following receipt of notice. If the student or the student's parent/guardian requests a hearing more than five (5) school days but not more than 30 calendar days following receipt of the written notice, the hearing shall be held, but the imposed penalty shall continue in effect pending final determination.
15. If more than one student is charged with violation of the same rule and if the students are charged with acting in concert, a single hearing may be held, unless the student's interests may be substantially prejudiced, as determined by the Hearing Examiner.

The following rules apply when a hearing is conducted:

1. The following shall attend the hearing: Hearing Examiner, the student, his/her representative (if any), the student's parents/guardian, and if necessary, the counsel for the Board of Education.
2. Witnesses may be present only when testifying.
3. The Examiner may exclude anyone if they disrupt the proceeding.
4. Student may speak on his/her own behalf and question witnesses; she/he may request not to speak; the student may be excluded, if necessary, when discussing the student's emotional problems.
5. The Principal shall present statements to the Hearing Examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents/guardians or representative prior to the hearing.
6. The Hearing Examiner is not bound by formal rules of evidence or other courtroom procedure.
7. The following persons may ask persons to testify at the hearing: the student, the student's parents/guardian or representative, the Principal and Hearing Examiner.
8. Testimony shall be under oath; the Hearing Examiner shall administer the oath.
9. The persons listed in (7) above, shall have the right to question any witness giving information at the hearing.
10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case to the extent provided by state law.
11. The proceeding shall be recorded at the expense of the school district.

After the hearing is concluded, the Hearing Examiner shall, within a reasonable period of time, prepare a report of his/her findings. The following considerations apply to that report.

1. The report shall include the Hearing Examiner's recommendations and the reason for the decision.
2. The report shall be reviewed by the Superintendent who may change, revoke or impose the sanctions recommended. In no case may the Superintendent's changes be more severe than the Examiner's recommendations.
3. Written notice of the recommendations by the Examiner and Superintendent shall be sent by certified or registered mail or personal delivery to the student and the student's parent/guardian.

4. Upon receipt of the written notice, the determination's recommendations shall take effect.

The following procedures apply to appealing the Superintendent's determination to the Board of Education.

1. The student or the student's parent/guardian may appeal the Superintendent's determination to the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within seven (7) days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested it will be held within a period of ten (10) school days after such request unless the time for hearing is changed by mutual agreement of the student and superintendent.
2. Hearing of the Board of Education
 - A. At least three (3) Board members must be present.
 - B. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be part of the record.
 - C. The appeal must be held on or before the next regular Board meeting.
 - D. When the Board deliberates, it may re-open the hearing to receive evidence subject to the right of all parties to be present.
3. The Board may alter the Superintendent's recommendations, but may not impose more severe sanctions.
4. Final determination of the Board shall be personally delivered or sent by registered mail to the student and his/her parent/guardian.
5. Appeal of the decision of the Board is to the district court of the county where the action is taken. Appeal must be made within thirty (30) days after service of the final decision of the Board.
6. The appeal record shall consist of the charge, the notice, the evidence presented and the Hearing Examiner's finding and recommendations.
7. On appeal to a court, the record shall also consist of any additional evidence taken and any additional actions taken in the case.

Imposition of Penalties Prior to Hearing

Generally, penalties shall be imposed at the conclusion of the hearing and Superintendent's determination or, if no hearing is requested within five (5) days, at the end of the 5th day. If the student or the student's parent/guardian requests a hearing more than five (5) days but not more than thirty (30) calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the exceptions provided below.

The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five (5) days of notice of expulsion or long-term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of:

- E. Interference with an education function or school purpose.
- F. Personal injury to the student, other students, schools employees or school volunteers.

Although the preferable practice is that the Principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his/her findings with the Superintendent, if the Principal has made a determination as above described.

Maximum Length of Expulsion

Except as otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a firearm or a dangerous weapon, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

It shall be the policy of the Howells Public Schools when a student is determined to have knowingly and intentionally possessed, use, or transmitted a firearm as defined by federal statute 18 USC 921 and its amendments or successor statutes, to expel such student for a period not less than one year if such conduct occurred on school grounds, in a school-owned vehicle being used for school purposes, or at a school-sponsored activity. Nothing in this policy, however, shall prohibit the Superintendent or the Board of Education from modifying such required expulsion on an individual basis. This policy shall not apply to possessions of firearms when such activity is educationally appropriate such as when student are receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent/guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the Board of Education took the final action to expel the

student. Under such circumstances, the student maybe readmitted only by the action of the Board.

Pre-Expulsion Procedure.

Prior to the imposition of an expulsion, except as provided by state law, a conference shall be called by the Superintendent and his/her designee to assist in the development of the alternative education plan. To the extent required by law, participants in the conference shall include a parent/guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of any agency involved with juvenile justice.

The plan shall be in writing and approved by the Superintendent or his/her designee and be presented to the student and the parent or legal guardian. The plan shall

- C. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the education opportunities provided;
- D. Identify educational objectives that must be achieved in order to receive credits toward graduation;
- E. Specify the standards of behavior and cooperation required of the student in order to complete the individualized learning plan;
- F. Specify the financial resources and community programs available to meet both the education and behavioral objectives identified;
- G. Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

Alternatives to Expulsion.

Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not exceed beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program that it deems appropriate for rehabilitation of the student. This district is, by this policy, herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other districts. The rehabilitation program if offered may be 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, or as a participant in specialized tutorial experiences or individually prescribed educational counseling programs. Such programs can include an individualized learning program to enable the student to continue academic work for credit towards graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the

student's conduct had been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district by its Superintendent may also take action to expunge the record of the expulsion action.

Nothing in this section shall be construed to require the district or administration to suspend the enforcement of any expulsion nor to require the district to enter into any contract of other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

Required Reports to Law Enforcement Agencies.

In the event the Principal knows or suspects that a violation of the Nebraska Criminal code has taken place on school property or off school property at a school function, and when such act consists of any unlawful act is described in Section 79-4, 180, the Principal shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the Principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be constructed to require the reporting of any law violation by the Principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district is involved, but off school grounds.

Release of Students to "Peace officers".

Consistent with any other lawful policy of the district, when the Principal or other school official releases a minor student to a peace officer as defined by Nebraska law, 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 such officer. The Principal shall inform the parent/guardian or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the Principal or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent/guardian or other responsible relative.

Coordination with Other District Policies.

Nothing in this policy shall be construed to modify any of the district's existing policies on student privacy, student records, or policies pertaining to the district's role in dealing with the Department of Social Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

Legal Reference: The Student Discipline Act of 1994; Sec. 28-401, 28-806, 28-1418, 1419; 49-801; 53-180.02; 79 -443; 4,121; 4,140; 4,170-4, 176; 4,178-4,179; 4,180-4,205; 11,270, RRS; 18 USC 921; PL 101-226; 34 CFR, Part 86; LB 232 (1997 Session).

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Howells Public Schools, and all others who interact with Howells Public Schools are hereby notified that the Howells Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Howells Public Schools, Box 159, Howells , NE 68641.

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

Section 3 Anti-discrimination & Harassment Policy:

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

Preventing Harassment and Discrimination of Students.

Purpose: Howells Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Howells Public Schools will try to

protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of

supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:

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

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

placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

Section 5 Notification of Rights Under FERPA:

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the or service for thwich they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the students seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

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

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Notice Concerning Designation of Law Enforcement Unit:

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

Section 6 Notice Concerning Staff Qualifications:

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

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

Section 7 Student Privacy Protection Policy:

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

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

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

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products

or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be

conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

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

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

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

Section 8 Parental Involvement Policies:

A. General - Parental/Community Involvement in Schools:

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.

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

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Howells Public Schools 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 Howells Public Schools 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 Howells Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents

are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all

other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

PARENT/STUDENT/TITLE I 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:

- show respect and support for child, teacher, and school
- communicate with child and school
- provide reading time and materials
- provide place, time and assistance for practicing skills
- model life-long learning

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- show respect and pride for self, school, and others
- demonstrate responsibility by being prepared and completing assignments
- believe I can and will learn

Title I Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- communicate expectations clearly

- believe each student can learn
- help each student reach full potential
- provide an environment conducive to learning
- maintain open lines of communication between school and family

Section 9 Student Fees Policy:

The Board of Education of Howells Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 8.7.5

The Board of Education realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student’s eligibility for the free and reduced-price lunch program. No fee, specialized or non-specialized attire or equipment shall be required of students outside of this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the follow shall apply:

1. Extra curricular activities mean student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Post-secondary education costs means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-After-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school’s choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The Superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

1. Participation in extracurricular activities;
2. Post-secondary education costs; and
3. Summer or night school.

The Superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The Superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specific courses or activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and,
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The Superintendent shall also promulgate regulations authorizing and governing the following areas:

8. All fees to be collected within above specified areas of this policy;
9. Any other types of specialized equipment or attire to be provided by all students as specified above;
10. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
11. Deadlines for waivers of all types of fees;
12. Procedures for the handling of fees for students receiving post-secondary education costs;
13. Procedures for handling fees related to summer school or night school; and
14. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be filed with the Superintendent of Schools.

This policy shall be reviewed and readopted annually by August 1 at a regular or special meeting of the Board. This shall include a review of the amount of money collected under this policy and

the use of waivers as provided by this policy. This policy shall be published in the student handbook at no cost to each household.

STUDENTS/INSTRUCTIONAL PROGRAM

Student Fees

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the student of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline of September 1. Waivers will not be approved retroactively for fees previously paid of specialized items or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the Superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and the waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the student handbook.

Students/Instructional Program

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

- G. Participation in extracurricular activities, including extracurricular music courses;
- H. Admission fees and transportation charges for spectators attending extracurricular activities;
- I. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution;
- J. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
- K. Copies of student files or records as allowed by state statute;
- L. Reimbursement to the district for property lost or damaged by the student;
- M. Before-and-After-school or pre-kindergarten services in accordance with state statute;
- N. Summer school or night school; and
- O. Breakfast and lunch programs.

COURSE PROJECT MATERIALS. Students shall be required to furnish materials for projects in the following courses: Vocational Agriculture, Family & Consumer Science, Art, Industrial Technology and any other specific course or class in which the student assumes ownership of the project upon its completion.

The following fees, charges or fines will be assessed during the school year for students involved in the activities described. Students may apply for waivers of some fees under the district waiver guidelines. The student fee policy and guidelines are published annually in the Student Handbook.

<u>ACTIVITY</u>	<u>MAXIMUM \$ OF FEE</u>
Lunch	<u>TBA annually</u>
Milk Break	<u>TBA annually</u>
Game Admission Fee (varsity)	<u>\$4.00</u>

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire waived as provided by district policy. All information provided in connection with this application will be kept confidential. The waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR
THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT:

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student’s family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

Administrator signature: _____

Section 10 Homeless Students Policy:

This School District will comply with the federal and state law related to homeless students.

A “homeless children” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
 - i. homeless children are identified by school personnel;
 - ii. homeless children enroll in, and have a full and equal opportunity to succeed in, school;
 - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup

kitchens;

- vi. enrollment disputes are mediated in accordance with law; and
- vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

- b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the

homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.

- c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent

required by law.

- a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution. The process to resolve disputes concerning the enrollment or placement of a homeless child is as follows:
- a. The homeless child and the parent, guardian or other person having legal or actual charge or control of the homeless child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. The dispute resolution process is as follows:
 - i. The homeless child and parent/guardian will submit a written dispute statement to the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the homeless child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the homeless child and parent/guardian and the District.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right appeal using the appeal process provided for in Nebraska Department of Education Rules 19.
 - b. In the event of an enrollment dispute, the homeless child's placement shall be at the school in which enrollment is sought pending resolution of the dispute in

accordance with the dispute resolution process. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.