

Gibbon Secondary School
STUDENT-PARENT HANDBOOK
2019-2020



ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR PERFORMANCES

Academic eligibility for students to participate in public performances for the school year will be determined using the following Gibbon School District guidelines as well as the NSAA guidelines. Any student who failed two or more classes in the spring semester of the preceding school year will be ineligible for the first term of the first semester. 7th grade students and students new to the district will be eligible for a period of time until which these students receive either a mid-term or a semester grade.

Students who are ineligible may still practice with the team, but will not perform and will not miss class to travel with the team in school-provided transportation. Student managers failing any class will not miss class to travel.

ACTIVITY ACCOUNTS

All organization money is deposited in the office where a receipt is given for each deposit. All withdrawals are made by checks authorized by the treasurer and sponsor of the organization.

All organization treasurers must keep an accurate record of their funds and check at regular intervals with the office.

Student fees will be assessed by the individual organization's elected officials and sponsors. Failure to pay fees will result in students being unable to participate in certain extracurricular activities.

Fee schedules and cost are waivable at the office.

ARRIVAL

Students arriving before 7:30 a.m. must proceed to the Commons and remain seated until the 7:55 bell. Students eating cafeteria-served breakfast will also remain seated in the Commons until food is consumed.

After school, all students must leave the school building by 3:45 or be under the direct supervision of a teacher or sponsor. Students not complying by this guideline may be brought to the office where parents can pick up their student.

ATTENDANCE

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. They are counted tardy if they are not sitting in their seats when the bell or tardy bell rings, and they are counted absent if they miss 15 minutes or more of the class.

Tardies are tracked and managed by the teacher. Excessive tardies will lead to after school detention or further punitive action by the school administration. After five tardies in any given class a student will serve a thirty-minute detention. All subsequent tardies (6,7,8 etc.) will earn additional trips to after school detention. After school detention is managed by certified teachers but the student will not be allowed to work on homework while in detention. After school detention runs from 3:30 p.m. to 4:00 p.m. in room 173 or the room designated by the managing teacher. If a student is more than fifteen (15) minutes late for class they will be considered absent from that class.

Per Nebraska state statute 79-202, parents are obligated to ensure that their students attend school every day. Parents must contact the office when their student will not be in school. Students are not authorized to inform the school of their own absence. Automated calls are sent to parents to notify them when their student is not in school. Unverified absences, unless demonstrated through a doctor's note, may not be considered by the administration as excused. Since the absence is due to a medical need, it can be offered as an exception. The administration will handle situations or circumstances on a case by case basis and reserves the right to either accept or deny the request to excuse the absence.

There are two categories of absences — "school excused" and "not school excused." School excused absences are those outside the control of the parent or child and may require documentation. These include but are not limited to illness (see nurse section), court, death of a family member, suspension, or attendance at a school sponsored activity. Not school excused absences, in excess of 20, involve those that may lead to reporting to the county attorney (statue 79-202, 79-209). They are divided into parent acknowledged absences and other absences. For parent acknowledged absences it is the parent's responsibility to oversee or monitor the student and the need to be absent must be communicated to the school. These may include instances such as; an undocumented illness, vacations and medical appointments. Other absences include those not communicated to the school or for which there was no logical reason for the student to be absent.

The school district will send parents written notice when a student has accumulated 5, 10, and 20 "not school excused" absences. **Anytime after 5 days of "not school excused" absences, an attendance meeting/conference may be held.** Attendees to this meeting/conference will include (at a minimum) the student, parent/guardian, the student's teacher(s) and school officials. During the meeting/conference they will discuss barriers to attendance and help formulate a plan to assist the student to attend school more regularly. In some instances, outside support personnel such as counselors, county/state truancy officers, juvenile services, or educational advocates may be invited to help devise a plan.

When a student accumulates 20 days of "not school excused" absences in the school year, the school district may report the student's absences to the county attorney for truancy. Beginning in the 2018-19 school year, Buffalo County Truancy/ Buffalo County Juvenile Services Officers began meeting with students, parents/guardians, staff and administration at Gibbon Public Schools. Their efforts in this are to assist students in understanding the seriousness of not attending school regularly and outline potential consequences if it did not improve. This cooperative effort will continue in 2019-20.

Absences Due to Illness

The school district, typically through the school nurse, will contact parents if a student becomes ill at school. A student who is absent due to illness has two days upon return to complete daily assignments, except for 1) long-term assignments with advance notification of due dates and 2) other arrangements made with the teacher.

Planned Absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, may be required to complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) check in at the office if arriving after 1st period has begun
- 2) attend school four consecutive periods during the day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences
- 3) check out of school at the office if leaving school during the school day. Students must be picked up by a parent or designated adult from school grounds unless approval from the school administration or designee per parent/guardian request is granted.
- 4) make-up for any and all work that is assigned by teachers as make-up work will be required to be turned in. This may include making up instructional time for special projects, dates or events.-

The school recognizes outstanding attendance with special awards at the end of the school year. Gibbon High School hopes to celebrate and recognize every student with perfect attendance at the awards assembly in the spring.

BUS ROUTE REGULATIONS

The driver is fully in charge of the bus and the students. Students shall comply promptly with his/her requests. The driver may assign seats to individuals or to the entire bus load as deemed necessary. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting. Students shall wait for the bus in their own driveway. Do not cross the road until the bus has completely stopped. Students will board the bus one step at a time. Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Whenever a driver must direct the attention away from the road, danger exists. Any passengers who are not assigned to ride the bus must have written parental permission approved by the Transportation Supervisor before loading.

RIDING THE BUS ON DAILY ROUTES:

Except for ordinary conversation, students shall observe quiet conduct on the bus.

Students shall keep their seats while the bus is in motion.

Students shall not eat or drink on the bus.

Students shall not throw waste paper on the floor of the bus.

No part of the body shall be extended through the bus window.

Students must be quiet while the bus is stopped for a railway crossing.

Students shall not leave the bus from the emergency door unless an emergency exists.

Students shall not run or push while leaving the bus; each step that is provided is to be used.

Students that live on the opposite side of the road from the exit door shall go approximately ten feet in front of the bus before crossing to their driveway.

DAILY ROUTE DISCIPLINE/ PENALTIES:

The school bus driver has the authority and the responsibility to discipline on the school bus. The riding **privilege** of a student may be revoked for violation of the rules or conduct which is detrimental to the safe operation of the school bus.

Discipline & Penalties:

First offense - conference with bus driver and principal and note to parents. Action taken will be in accordance with Student Conduct Regulations.

Second offense - loss of riding privileges for one school week (5 days).

Third offense - loss of riding privileges for up to one semester. These penalties are guidelines, and administration reserves the right to administer consequences as appropriate to the student and the situation.

RIDING ACTIVITY/FIELD TRIP BUS:

The same rules which apply for riding the bus on daily routes should apply to students on activity/field trips. Some exceptions to the daily route rules are:

1) The sponsor is in charge of the students. If it is necessary for a sponsor to talk to a student, the sponsor may walk to the student's seat or have the student come to the sponsor's seat. Otherwise, students are to stay seated at all times-- no moving from seat to seat. With the sponsor's approval, students may eat on the bus as long as the bus is clean and trash is disposed of appropriately when the bus returns to the school. It is the sponsor's responsibility to ensure students do not abuse the privilege of eating on the bus.

2) Any student who rides to an event on a school bus will also return home on the bus unless they have written or personal permission from parents to return home some other way.

3) No one will be picked up or unloaded at any other point other than the regular location unless it is approved in advance by the administration.

4) The emergency door may be used to load and unload large equipment (i.e. band instruments, vaulting poles, etc.).

CARS AND OTHER TRANSPORTATION

Students in grades 7-12 should arrive on the west side of the building. Students parking on school property must do so orderly and respectfully. Common sensibility should regulate most of the expectations inherent with prudent parking practice. These parking expectations include but are not limited to; using the appropriate speed of 5 MPH or less when entering or leaving the parking lot, parking must occur in assigned/marked stalls, on the gravel cars should be parked parallel to each other facing East.

Rows of cars parked on the gravel should not be less than 10 feet apart from each other. Doing this will allow for safe movement of all vehicles and provide safety for all drivers, pedestrians and all students and staff. Failure to drive or park respectfully on school district property including parking lots, may subject the vehicle to towing at the owner's expense. Parking on the school lot authorizes administrative search of the vehicle.

When bus transportation is provided for school sponsored activities no vehicles are to be driven by students without prior approval from the administration and student's parents.

CHURCH NIGHT

Wednesday night has been designated as Church Night and every attempt will be made to schedule no activities on these nights. There are to be no regular practices of any kind on Sunday unless the Administration grants approval because of circumstances beyond the control of the sponsor, such as conference or district tournaments scheduled on Mondays.

CLASS MEETINGS AND OFFICERS

One of the last class meetings of the school year will be utilized to elect class officers. At that time, each class will first vote for its president, vice president, secretary and treasurer. A student cannot hold a class officer position and a Student Council office during the same school year.

CLOSED CAMPUS AT LUNCH TIME

Students in grades 7-10 have a closed campus at lunch time. Grades 11-12 have an open campus at lunch time. **Closed campus students will remain at the school unless they are picked up at the office by an adult family member.** Visitors during lunch time must receive approval for visitation at the main office.

Underclassman excused by parents for lunch must be picked up by the parent or guardian in person. Underclassman will not be allowed to leave the building for lunch without a parent or guardian reporting to the office to pick them up.

SCHOOL CLOSING

Announcements of no school due to adverse weather conditions will be made on Buff Alert, KHAS-TV (channel 5), KOLN/KGIN-TV (channel 10/11), NTV (channel 13), KRVN 880 AM, KQ106 FM, Power 99 FM, KRGI FM 96, KSYZ 107.7 FM and Y102 FM.

COURSE SCHEDULE CHANGES

A formal drop/add period will be scheduled for the first two weeks of each semester. During this time, students may drop/add courses and be entitled to full credit for the added course in lieu of the dropped course. After the drop/add period, student schedules may change by administrative directive, IEP/RTI plans, or parent request. Depending on the remaining length of the semester, these schedule changes may result in no credit.

Note; A student may only add or drop a class if a student, parent /guardian, teacher(s), counselor and school administration have provided signatures on the drop/add form. Doing this indicates agreement that this change is in the best interest of the student. Drop/add forms are located in the High School office.

DANCES

1. All attendees may be required to be tested by a breathalyzer apparatus.
2. The door will be open at a time set and announced in advance.
3. The door will be locked approximately an hour later, after everyone has had ample time to arrive.
4. All dances or parties will end by or before midnight.
5. Students leaving the dance or party without permission of one of the sponsors will not be readmitted.
6. Out-of-school dates must be identified prior to the dance.
7. Anyone may be asked to leave at sponsors' discretion.
8. Admission price will be determined by the class or organization sponsoring the party or dance.
9. The area is to be cleaned immediately following the dance or party unless other arrangements are made.
10. At no time is any student to be in the building preparing for a party unless one of the sponsors is also present.

HOMEcomings DANCE: The homecoming dance is for students in grades 9-12 and alumni of Gibbon Public Schools, including their dates or spouses. No 7th or 8th graders will be allowed to attend.

MIDDLE SCHOOL DANCE: A Middle School dance will be held in the Winter for 7th and 8th grade students. No 9th — 12th grade students will be allowed to attend.

JUNIOR-SENIOR PROM: The Junior-Senior Prom is for Gibbon students in grades 11 and 12 and their dates. No 7th or 8th graders will be allowed to attend. Any date who is not a student of Gibbon Public Schools must be signed up with the sponsors of the Junior Class before the date of the prom.

OTHERS: Other dances will be considered upon receipt of a written proposal through school administration. The proposal shall include the date and time of the dance, grades of students invited to the dance, a list of who the dance sponsors will be and a rationale for the dance. Final decision will be left to the discretion of school administration.

DATING VIOLENCE POLICY

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

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

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

Directory Information

Dear Parent/Guardian,

According to Federal Public Law, "Directory Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photographic images, and the most recent previous educational agency or institution attended.

Any parent/guardian of a student this year may have his/her child's name withheld from the directory by returning this form.

_____ I do not want my son/daughter's name placed on the Gibbon Public Schools' student directory.

(student's name printed)

(Student's signature)

(Parent's signature)

***IF A SIGNATURE IS PROVIDED, YOUR CHILD'S NAME WILL NOT BE INCLUDED IN ATHLETIC PROGRAMS, GRADUATION PROGRAMS, ETC. SO PLEASE EVALUATE ACCORDINGLY. ***

DISTRICT ASSESSMENTS

The below listed tests are administered to students as appropriate throughout the school year. Some tests require fees and are voluntary.

Test Name Item(s) Measured Grade Level

ELPA English language skills K-12

DIBELS/ACADIENCE reading readiness K-6

NSCAS reading, writing, math, science skills 3-8 and 11

MAP reading, math, science skills, college readiness K-11

ASVAB military career skills 11

ACCUPLACER community college readiness 11,12

Pre ACT readiness 10

ACT 11 (State Mandated)

ACT diagnostic/college entrance 9,10,11,12

SAT as requested

PSAT as requested

Most test scores are mailed home to parents. Questions about the tests can be directed to the school principal, the District Assessment Coordinator, or school counselor.

STUDENT ATTIRE AND GROOMING

The Board of Education recognizes that a student's grooming and the way the student dresses have not only a bearing on behavior but also influence the way other students and the professional staff react. The emphasis is that dress and grooming should be clean and neatly kept. If a style of dress and/or grooming demonstrates that it is disruptive to the educational process, constitutes a possible threat to the safety and health of the student or others or is in violation of any statute, it will not be permitted in the school.

Within these limits the Board of Education believes that the final decision regarding attire and grooming should be a cooperative decision of the student, parent and the administrative staff. Should disagreement arise, the administrative staff shall make the final decision.

Student appearance is an important responsibility of the students, parents and school. All hairstyles, manner of dress and grooming must be consistent with safety, cleanliness and decency. Appearance that is disruptive of the educational process, or endangers the safety and health of the student or others will not be allowed. Guidelines for student attire include but are:

1. Students will wear footwear at all times. Slippers are not allowed.
2. Clothing which contains printed wording, pictures, designs which advertise or promote tobacco, alcohol or drugs, carries any derogatory connotation, suggestive statements or endorses illegal activity are prohibited.
3. Shirts should not show a person's midriff while the person is sitting, standing or reaching. Low cut tops that reveal cleavage are not acceptable. No undergarments should show. Tops should cover the body from both shoulders to the waist, front and back. Some examples of prohibited dress include tube tops, halter tops, tank tops, and spaghetti straps.
4. Skirts, shorts and holes in jeans must be below fingertip length when arms are at sides pants with excessive holes or expose excessive amount of skin are not allowed. Running shorts are not allowed in classrooms.
5. Chains of any type are not permitted unless worn around the neck.
6. Clothing is prohibited that implies gang membership or affiliation.
7. Hats, caps, hoods and bandanas are not to be worn in the building unless for religious or medical purposes.
8. Pants must be worn at the waistline. Pajama pants are not allowed. No undergarments should show.
9. Sunglasses may not be worn in school this includes being placed on top of the head.

DRUG/TOBACCO-FREE SCHOOL

The Gibbon Public School campus is drug-free. This includes tobacco, tobacco related products, and alternative or replicative nicotine products such as e-cigarettes, vapors, Juuls, etc. Use of vapor related products, Juuls, or any electronic device designed as an alternative to cigarettes will not be tolerated. Gibbon Public Schools has taken a zero tolerance stance on these products. If you are found in violation the Buffalo County Sheriff's office will be called.

Note: First offense violation- suspended out of school for a minimum of 3 days. You may also be required to take tobacco cessation counseling at your expense before being allowed to return.

DUE PROCESS

The administration of the Gibbon Public Schools, in recognition of the rights and responsibilities of students but also realizing that the duty of the school is to provide instruction at public expense, establishes the following regulations with the purpose of not only ensuring students' rights but also administrative responsibility and duty.

1. Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve emergency exclusion, short-term or long-term suspension, expulsion or mandatory reassignment.

2. The following process will be used to resolve conflicting situations involving students which do not involve long-term suspension, expulsion or mandatory reassignment.

A. The building administration will orally communicate to the student any major decision that directly affects a student.

B. The student will be given the opportunity to react to the decision of the building administrator.

C. In the event of a decision to suspend the student for a period of up to five days, the principal shall, within 24 hours or such additional time as is reasonably necessary following such decision, send a written statement to the student, the student's parents or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the final action taken.

D. The parent/guardian or student may appeal the decision of the principal through the Superintendent of Schools and the Board of Education if they feel the decision of the principal was unjust.

E. Open communications with all participants involved, including all records concerning the student, will be maintained throughout the appeal process.

3. Long term suspension - expulsion

In the event of a decision to suspend a student for a period of time exceeding five days, but less than twenty days, or to expel for any length of time but not to exceed the remainder of the semester in which the expulsion took place, procedural provisions of Nebraska State Law will be in force.

A. On the date of the decision to suspend or expel, written notice shall be filed with the superintendent, and within two days sent by registered or certified mail to the student, parent or guardian.

B. A complete copy of the law LB503, Sections 79-4, 170-79-4, 205 will be included with the letter to students, parents or guardians.

4. The school shall distribute district and building rules for student conduct.

This information can also be referenced as Nebraska State Statutes 79-254 through 79-294. They are collectively known as the Student Discipline Act.

ELECTRONIC DEVICES

School-owned iPads /computers are checked out to students before the school year begins, and they are checked in near the end of the school year. The iPad use is contractual and includes fees. Random inspection of school-owned iPads/computers takes place frequently. Any issue results in disciplinary action that includes confiscation, after-school activities, possible discipline referrals, and ISS.

Students may use electronic communication devices (iPads, cell phones, iPods, etc.) before school and during lunch in the Commons only. They may use electronic devices anywhere after the final bell has rung. Teachers might allow use if the result is a positive contribution to learning. Consequences for inappropriate use of electronic communication devices could include: confiscation by teacher, submission to the office, requirement of parents to pick up from the office, and/or administration of disciplinary action.

Reminder: Video-taping or audio-recording students or staff is prohibited by Board policy.

EMERGENCY DRILLS

Fire drills are required each month; two tornado drills are required annually and one lock-down drill is required annually in the spring.

An evacuation drill from campus is practiced once every two years at the Baptist Church.

A freeze is enacted whenever needed in order for emergency personnel to move through the building without hall traffic congestion.

FOOD/DRINK

Water in clear containers may be taken into classrooms pending the teacher's approval. No other drinks are allowed in the classroom or hallway.

For health and safety reasons, food (including candy) in the classroom is prohibited unless it is offered by the educator and to all students in the classroom. There are special circumstances that arise when the class is celebrating a special event, activity, or unit and will secure administrative permission to have food in the classroom. If food is provided by the teacher, it must be consumed before moving to the next class or entering the hallway.

No open food containers are allowed in the hallways. Food from lunch must be consumed or appropriately discarded in the lunch room unless it is left overs brought by the student from home. Leftover food brought from home must be secured in a closed container. Breakfast items must be consumed before entering the hallway.

Food provided by the school through the cafeteria is to be completely consumed or discarded before entering the hallway and going to class.

If these privileges are abused, as with any privileges, the administration may alter the food and drink policy during the school year.

GRADING SYSTEM

In alignment with Gibbon Board Policy 611.05: The objectives of grading guidelines shall be to quantify, report and record the academic progress of each student. Grades should fairly reflect the level of student achievement in the knowledge and skills specified by grade level or course objectives and outcomes. Grades are determined by the progress towards mastery of the academic standards.

Grade Point Average is determined by converting the letter scores to the 4.0 scale.

The following table shows the meaning of each grade:

- A** - Excellent - 4.0 - 93-100%
- B+** - Very Good - 3.5 - 90-92%
- B** - Good - 3.0 - 86-89%
- C+** - Above Average - 2.5 - 82-85%
- C** - Average - 2.0 - 77-81%
- D+** - Below Average - 1.5 -74-76%
- D** - In Jeopardy -1.0 - 70-73%
- F** - Failing - 0.0 - Below 70%
- Inc.** - Incomplete

“Incompletes” will be given when a pupil’s work for the term is not complete. An “Incomplete” must be removed by the time set by the teacher in that certain subject if the student is to receive credit for the subject. For purposes of Eligibility to Participate in Extracurricular Activities, “Incomplete” coursework will be graded as a zero three days after the end of each term. (Absenteeism may extend the grading deadline.)

Incomplete homework assignments are assigned to the Intensive Care Unit (ICU) and will be collected. The student is responsible for all the work assigned. If it is placed on ICU, a plan will be developed with the student to get it collected. At Gibbon Public Schools we do every assignment...every time.

GRADUATION REQUIREMENTS

Per Gibbon Board Policy 611.07 the requirements for graduation are 245 credits, including the following specific courses. Requirements beginning with the Class of 2017 are in italics.

4 Years of English (**40 credits**)

Including the Senior Research Project

1 Semester of Speech (**5 credits**)

3 Years of Math (**30 credits**)

Minimum course is Pre-Algebra

3 Years of Social Studies (**30 credits**)

American History Required (**10 credits**)

American Government Required (**10 credits**)

3 Years of Science (**30 credits**)

1 Year of PE/Health (**10 credits**)

3 Years of Career Technical Education (CTE) (30 credits)

Information Technology I Required (**10 credits**)

Information Technology II Required (5 credits)

1 Year of Humanities (Art, Music, Foreign Language) (10 credits)

185 Subtotal of Required Credit

60 Other Electives

245 Total Credits Required for Graduation

Students with fewer than 60 credits are freshman, 60-119 are sophomores, 120-179 are juniors, and 180 or higher are seniors. All class credit will count toward the 245 credits required for graduation.

Suggested courses for college are four years of English, four years of math, three years of science, three years of social studies and two years of foreign language. It is suggested that as soon as a student decides which college he/she will attend; he/she should inquire as to the specific entrance requirements of that particular college. It is known entrance requirements vary greatly upon the college and the field selected.

High school graduation procedures and ceremonies will be established by the building principal with approval of the Board of Education. Only those students who have successfully completed all graduation requirements as established by the Board of Education will be allowed to take part in the graduation ceremonies.

Beginning with the graduating class of 2021 Personal Finance will be a graduation requirement at Gibbon Public School.

GUN-FREE SCHOOLS

Any student attending the Gibbon Public Schools who brings any type of firearm as defined in Section 921 of Title 18 of the United States Code shall be reported to school authorities. The policy of the school district shall require the guilty student be expelled from school for a period of up to one year. This expulsion may be modified by the Superintendent of Schools on a case-by-case basis.

HALLWAY POSTING

All materials posted in the hallways need to be cleared through the building administrator. This includes organization notices, spirit posters, community events, etc. Items posted without approval may be confiscated.

HARASSMENT AND BULLYING

Our main priority is to provide a safe and secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are not acceptable. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Bullying is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g. hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying others' property.

Harassment includes the same action, though not necessarily from a standpoint of perceived power. Both bullying and Harassment are prohibited. Bullying and harassment, whether cyber, physical, sexual, racial, emotional, etc., is a violation of student conduct rules and appropriate disciplinary measures can be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense.

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

Reference Statutes 79-267, 79-2,137.

HONOR ROLL

Students whose grade average is a 93% or above will be listed on the A Honor Roll at the end of each mid-term and semester. Students whose average is from 86% to 93% will be listed on the B Honor Roll. All classes are used to calculate the student's averages and grade point average except any intervention course, extracurricular course, college course, or course graded on a Pass-Fail basis including but not limited to; Math Support, ACT Prep, Show Choir, Jazz Band, and Student Aide.

Please be advised that work not turned in, missing, and placed in ICU may affect the calculation of the grades and exempt the student from being included in the Honor Roll recognition. In order to be considered, it is imperative that students get all their assignments turned in to fairly and accurately represent their academic progress.

INSURANCE

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises.

“INTENSIVE CARE UNIT” (ICU)

Our mission statement at Gibbon Public Schools is WORKING TOGETHER FOR SUCCESS. We, at Gibbon Public Schools, truly believe that there is room for improvement, that is why we endorse and have employed the ICU protocol. This change comes after countless hours of research, planning, and designing. It was started in 2017. The philosophy is called “**Intensive Care Unit**” (ICU). This program has reduced student apathy and increased student success.

ICU is designed to make sure each and every student learns the standards presented in every class. ICU creates accountability with students and requires them to complete every assignment to a satisfactory level. If an assignment is completed poorly, the assignment may still consider missing and will require the student to complete it again. All staff members have access to students’ missing work from “the list”, which is the backbone of the ICU program.

Only the classroom teacher can assign work and therefore, only the classroom teacher can place or remove an item from the ICU list. This comes after the educator has communicated with the student personally and discussed his or her plan to place the item on ICU. This layer of communication is important to the success of the process. Once an item is placed on the ICU list then a memo is sent electronically to the student’s parent. This layer of communication is pivotal to the successes of the ICU system as well.

There is dedicated time during 7th period to complete work that has been placed in the ICU. This is an advisory period and should not be confused with a study hall. If the student doesn’t have work on the ICU list, he/she will work on items as defined by the classroom advisor. Once a student is complete with the items on ICU, he/she will be allowed to return to other activities. Every effort to have a student complete work will be made. We call this the, “All Means All” Philosophy. Should a student refuse to complete his/her work as assigned, this may result in an office referral and require administrative intervention.

Starting in 2019-2020 students may be removed from advisory to work with Lifeguards who have worked with the teacher to decide who needs the most help on items on the ICU. Not completing the work is not an option. If the student’s grades are in danger...we will do whatever it takes to get every student to the help they need. This includes working through Lifeguards.

Per Gibbon Public School Policy 611.05: The objectives of grading guidelines shall be to quantify, report and record the academic progress of each student. Grades should fairly reflect the level of student achievement in the knowledge and skills specified by grade level or course objectives and outcomes. Therefore...at Gibbon Public Schools we collect every quality assignment...every time. Homework is one way we measure your progress against the standards.

LOCKERS

All lockers (student and Physical Education/athletic) are property of the school and are available to students for their use. As school property, lockers are subject to inspection/search at any time by school officials. Students are responsible for whatever is contained in their lockers. For this reason, students are encouraged not to share lockers with other students. Students should not give locker combinations to anyone.

Students in P.E. classes should check in money and valuables with their instructor at the beginning of the class period. P.E students are also encouraged to keep their personal belongings inside of their locker. They are also encouraged to keep it locked. Although school staff have been instructed to secure locker room doors when the students are not present, there is no guarantee that someone may gain access to the locker room and then personal items left unattended once the educator has left the area.

Students must use and maintain their assigned lockers throughout the entire school year unless arrangements are made through the office. **Backpacks and other bags are not allowed in classrooms or in the hallway between classes with the exception of first period.**

LOST AND FOUND

If you lose anything, please check with the office; if you find anything, please take it to the office. If unclaimed, articles will be donated to local non-profit organizations.

LUNCH/BREAKFAST PROGRAM

Meals are available for those desiring them. The lunch program follows the Healthy, Hunger-Free Kids Act of 2010. Soft drinks are not allowed during meal times. Prices are:

Breakfast — \$1.45

Adult Breakfast — \$2.05

Elementary Lunch — \$2.25

High School Lunch — \$2.50

Adult Lunch — \$3.50

Milk - \$.25

MEDIA CENTER USE

The media center contains vast information about subjects and things of interest. The media specialist will aid a student in finding information of any kind.

1. Length of a loan period on library books is 14 days. A fine of 5 cents per day for overdue books will be paid.
2. Audio-visual materials must be checked out through the media specialist.
3. A fine equivalent of a new book will be paid for a lost book.
4. A fine will be paid for books or magazines damaged by abusive use. The amount of fine will be determined by the librarian.
5. Books put on reserve by teachers for class assignments may be used in the media center for one period only or overnight.

MIDDLE SCHOOL RETENTION POLICY

In middle school, a pupil must have earned an average of 70% for the academic year in all core courses (English, reading, math, science, social studies) to be promoted to the next grade level.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Gibbon Schools is a duly chartered and affiliated chapter of this prestigious national organization. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, and appointed by the NHS sponsor, which bestows this honor upon qualified students on behalf of the faculty of Gibbon High School each May.

Students in the 10th, 11th, and 12th grades are eligible for membership. Students who meet the scholarship criterion of a 3.5 GPA on a 4.0 scale or a 93% or higher scholastic average are encouraged to fill out the NHS application. The Faculty Council and Adviser review all applications based on the four pillars of NHS: scholarship, leadership, service, and character. A majority vote by the Council is required for selection. Candidates are notified regarding selection or non-selection, and must return a membership form signed by the student and parent/guardian. A formal induction ceremony is held at the school.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held during the first and second semester for all parents. Refer to the school's website for specific conference dates.

PARENTS' ELECTRONIC ACCESS TO GRADES AND ASSIGNMENTS

Parents may access PowerSchool which provides their student's schedule, assignments, attendance, grades, and lunch account balance. Email support is also available. Passwords are included in school correspondence, and parents can call the office for assistance in logging in.

PATRON/PARENT CONCERNS

From time to time patrons or parents of the district will have concerns regarding various aspects of the school, such as board policies, administrative rules and teacher practices. The Board of Education establishes the following procedure to help resolve conflicts and communicate with parents and patrons in an appropriate and effective manner.

When a concern arises, please contact the school and request to speak to the person with the best opportunity to have accurate information regarding your concern and is most likely to help resolve the concern. For example, if your concern is in regards to a classroom situation please request to speak with the teacher; if your concern is regarding an athletic situation, please request to speak with the coach then activities director if warranted. When the concern involves students, the Board requests the parent/guardian and student meet with the appropriate school personnel to address the issue. In this way, all parties involved have an opportunity to convey their viewpoints.

The Board of Education believes the best manner in which to resolve concerns is to utilize a chain of command. The following chain of command is established for our school district:

- Level 1: Teacher, Counselor, Coach or Activities Director
- Level 2: Elementary or Secondary Principal
- Level 3: Superintendent of Schools
- Level 4: Board of Education

It is the responsibility of all teachers, administrators and Board of Education members to direct patrons and parent concerns to the appropriate level. Should the patron or parent concern not be resolved at the initial level it remains the responsibility of school personnel to inform the patron or parent of their opportunity to appeal to the next level in the chain of command to further discuss the concern.

PEP RALLIES

All students are encouraged to take an active part in the rallies by yelling with the cheerleaders. In support of our students and educational community we want to celebrate our **accomplishments**. Pep rallies can be scheduled at the discretion of school administration to support these efforts.

Pep rallies may be held for any **sports event**; however, no more than one per sport season should be scheduled during regular school hours.

PURPOSE AND USE OF HANDBOOK

The purpose of this handbook is to acquaint students and parents with the school system, activities, organizations, opportunities and facilities. We are interested in each student and we want all students to get the most out of the opportunities afforded him/her in attending school.

The handbook contains policies and procedures currently in effect in the Gibbon Schools. Realizing no handbook printed could answer all questions or problems, we invite the parents and students to visit us in the office. The administration reserves the right to interpret and change this handbook as necessary.

REPORT CARDS

Report cards will be distributed/mailed to students as soon as possible following the close of each semester. Report cards may be held in the event a student owes any fines or fees at the end of the school year and prior to being checked out for the summer.

SCHOOL CLOSING

Announcements of no school due to adverse weather conditions will be made on Buff Alert, KHAS-TV (channel 5), KOLN/KGIN-TV (channel 10/11), NTV (channel 13), KRVN 880 AM, KQ106 FM, Power 99 FM, KRGI FM 96, KSYZ 107.7 FM and Y102 FM.

SCHOOL NURSE

A school nurse is on staff to facilitate a safe and healthy environment and optimum health status for students and staff so that maximum physical, emotional, and intellectual growth can occur. Some of the components of our program include immunization screening, health assessments/screenings and referrals, weight for height, blood pressure, vision, hearing, dental/oral, and scoliosis. Education programs for students include self-care, dental, tobacco prevention/cessation, heart health, nutrition, skin care, growth and development, and STD, alcohol, and drug education. **If the school nurse sends your student home it is considered school excused.**

SCHOOL PROPERTY

Although the physical features of any school do not determine its effectiveness, attractive surroundings nevertheless contribute to the well-being and happiness of a pupil. School pride and appreciation for the invested money of the taxpayers and parents demand the effort of every student for the careful preservation of the building and the school yards.

A record is made of materials and books checked out to students at the beginning of the year. If more than normal wear shows on these materials and books, a student will be assessed a fine, which must be paid before school records are cleared. Reimbursement must be made for lost materials and books.

SCHOOL REPRESENTATION AT PUBLIC PERFORMANCES

1. Any student who is charged, admits or is convicted of a felony, or a misdemeanor (except for traffic misdemeanors) which occurred during the school year, shall be suspended from all school appearances before the public for a period of at least two weeks or one activity, whichever is greater, from the date of such admission or conviction. This paragraph shall not be a limitation on the actions authorized in paragraph number two and three. The school year shall be defined as all days including vacations and weekends from the beginning of preseason practice as designated by the NSAA. A second infraction during the season will result in dismissal from the team. A third infraction during the school year will result in a ban from all NSAA extracurricular activities the remainder of the school year.

2. The following conduct shall constitute grounds for suspension from participation in interscholastic competition or other participation in extracurricular or other school activities when such conduct occurs on school grounds or off school grounds during the season of the particular activity. Attendance at any or all practices may be set as a requirement by the director of the activity.

(a) The use of violence, force, coercion, threat, intimidation or similar conduct in a manner that interferes with school purposes;

(b) Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property.

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

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

(e) Knowingly possessing, handling or transporting any object or material that is ordinarily or generally considered a weapon.

(f) Engaging in the unlawful possession, selling, dispensing or use of a controlled substance, tobacco, alcoholic liquor or anabolic steroids.

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

(h) Students planning to participate in activities are expected to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity approved by the coach or supervisor.

(i) Participants are required to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.

(j) Abusive or profane language or gestures are prohibited.

(k) Good sportsmanship shall be observed during practice sessions and contests.

(l) The use or possession of tobacco, drugs (other than those prescribed by a physician) or alcoholic beverages, in any amount and in any form, is prohibited.

(m) All other rules or regulations adopted by the coach or supervisor of an extra-curricular or other school activity shall be followed provided the participants are notified of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season or as the rules are changed or adopted during the season.

3. No participant shall be allowed to represent the school in athletics until there is on file with the coach and/or athletic director the following three items:

(a) One completed statement from a licensed physician stating that the athlete is physically able to compete in the sports designated. The examination must be given after June 1 of each year. This certifies that the athlete is qualified for the entire school year June 1 through the following closing day of school, or the current school year. The NSAA requires each athlete to have a physical examination each year.

(b) One completed statement must be signed by the student and the parent or legal guardian having custody of the athlete giving their consent for their child or ward to participate in sports under the conditions stated in Board of Education policies, for the well-being of the parents, the athlete and the school district.

(c) One completed statement must be signed by the student and the parent or legal guardian having custody of the student showing that insurance is carried as recommended by the Board of Education, or showing that the student is covered under an insurance policy carried by the parent/guardian while participating in athletics, or recognizing the fact that the school district does not carry health and/or accident insurance on the individual students and the parent or legal guardian acknowledges their responsibility for any and all medical or dental costs that may result from participation in any school sponsored activity.

4. In case of alleged infractions of the rules and regulations set forth in or adopted under Paragraph 2, the participant may be suspended from practices, participation in interscholastic competition or other participation in extra-curricular or other school activities. In any case, the due process procedures adopted by Gibbon Public Schools Board of Education will be followed;

(a) If an alleged infraction occurs, the coach or supervisor shall make an investigation of the alleged conduct or violation and determine if a suspension is necessary to help any participant, or to further school purposes or to prevent interference with school purposes.

(b) Before the suspension shall take effect, a participant shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have and an opportunity to present his/her version.

(c) If, after the above, a determination is made to suspend the participant, the suspension shall take immediate effect, and the coach or supervisor shall send a written notice to the participant, the participant's parents or guardian of the action taken.

(d) If a participant, his/her parents or guardian are not satisfied with the determination by the coach or supervisor, a hearing may be requested before the building principal. The hearing must be requested in writing, which writing must be delivered to the building principal within five days of receiving notice of suspension.

(e) If a hearing is requested, it shall be held within ten days of the request and a notice of the time and place of the hearing will be given to the participant, and parents or guardians within five days of receiving the request. The notice shall contain an outline of the alleged infraction.

(f) At the hearing, as provided, witnesses should testify, the participant will be given the opportunity to confront and cross-examine such witnesses, the participant will be allowed counsel if desired, the participant will be allowed to call witnesses and present evidence and the participant will have the right to have a decision based solely on the evidence presented at the hearing.

(g) Upon conclusion of the hearing, a written statement of findings of facts from the hearing will be compiled and a decision rendered. The statement of findings of fact and decision will be mailed to the participant, parent or guardian. A record of the hearing shall be kept by the school.

(h) Nothing contained in this policy shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any state provided herein

SEARCHES BY DRUG DOGS

The District has the right to use sniffer dogs to detect illegal drugs and/or contraband at any time, announced or unannounced. Illegal objects or substances found in lockers may be seized. All cars parked on school property shall be subject to a sniff search at any time and illegal objects or substances may be seized. Classrooms and all common areas are subject to a sniff search at any time. If any illegal drugs or contraband are found on a student's person or in his/her vehicle, locker or any other place on school property that the student has placed illegal drugs or contraband, the student may be subject to appropriate disciplinary action, including suspension or expulsion.

SEASON PASSES

Season passes for athletic events will be sold at the beginning of each school year. Family passes are available at the High School Office.

These tickets will admit the owner to all regularly scheduled contests except those activities not under the direction of Gibbon Public Schools. One replacement pass will be issued without charge. Any additional lost passes will cost \$1.00 to be replaced.

SECONDARY CERTIFIED STAFF

Troy Lurz Principal
Jeff Montgomery Assistant Principal/AD
Jim Andersen Industrial Technology
David Benge Science
John Bisbee Science,Robotics
Angela Clevenger English
Barbara Gentrup Special Education
Christina Ortega Social Studies
Chelsey Jacobitz-Special Education,STEM
Tricia Jacobsen English
Abby Jones Spanish
Deb Larson Media Center
Keri Waddle Guidance
Stacy Quinteros ELL
Carolyn Reinertson P.E., Business,Keyboarding
Ben Fehringer Health, P.E.
Mitchell DeMers Health, P.E
Stacy Rockefeller Mathematics
Daniel Gibbs Instrumental Music
Taylor Gellerman Vocal Music,Speech
Leon Stall Social Studies
Amanda Stark Mathematics
Deb Stroh Information Technology,Business
Tara Tracy Art
Courtney Zwink Science
Deanna Stall JR High Robotics

SENIOR HONOR STUDENTS

Seniors whose grade points average puts them in the top fifteen percent of their class will be recognized with a medallion that will be worn during the graduation ceremony.

The student(s) with the highest grade point average, as determined by the 4.0 scale, will be recognized as the valedictorian and honored with a medallion that denotes this honor and a certificate.

The student(s) with the second highest grade point average will be recognized as the salutatorian and honored with a medallion that denotes this honor and a certificate. Students who are eligible for valedictorian/salutatorian must have attended Gibbon Public School for three full semesters during the junior and senior year.

To be recognized in the top 15%, students must have attended Gibbon Public Schools their entire senior year.

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 Gibbon Public School, and all others who interact with Gibbon Public School are hereby notified that the Gibbon Public School 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: Gibbon Public Schools, Gibbon, NE 68840, (308) 468-5721. The district coordinator for Title VI, IX, Section 504, ADA, Homeless Student Laws and Safe and Drug Free Schools is the district's superintendent.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, may also be directed to the Office for Civil Rights, U.S. department of Education, by email at OCR.KansasCity@ed.gov or by telephone at 816-268-0550. This office may also be contacted regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and procedures for filing a complaint are available at the website of the Nebraska Equal Opportunity Commission, <http://www.neoc.ne.gov>

Section 3 Anti-discrimination & Harassment Policy:

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

Preventing Harassment and Discrimination of Students.

Purpose: Gibbon 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 Gibbon Public School 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 workplace, classroom or educational environment.

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

The supervisor, teacher or the Superintendent of Gibbon 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 decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

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

Section 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. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTICE CONCERNING DIRECTORY INFORMATION:

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: 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., undergraduate or graduate, 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.

Section 6 Notice Concerning Disclosure of Student Recruiting Information:

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

Section 7 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, Gibbon 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 degree 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, Gibbon 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 8 Student Privacy Protection Policy:

It is the policy of Gibbon 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 at 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 student 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 9 Parental Involvement Policies:

A. Gibbon Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Gibbon 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. This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Gibbon Public School 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 Gibbon Public School 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 Gibbon Public School 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. A jointly developed school-parent compact will outline the shared responsibility for improved student academic achievement.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program 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.

Section 10 Homeless Students Policy:

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

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

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children

laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. 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. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. 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 a homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of a homeless child to submit contact information.

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

Section 11. Breakfast and Lunch Programs:

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

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

Gibbon Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities, the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by the use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parents and school officials to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - a. A publicly-announced, simple method for making an oral or written request for a hearing.
 - b. An opportunity to be assisted or represented by an attorney or other person.
 - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

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

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

Gibbon Middle/High School Code of Conduct Philosophy

In an attempt to make the discipline guidelines in grades 7-12 tangible and understandable for parents, students, and staff **categories for violations of the Student Code of Conduct have been created.** These will include; **Classroom Managed (Teacher Irritants)** and **Office Managed (Absolutes).** **Absolute violations are further broken into two categories; *minor and major.*** When a Gibbon Middle/High School student has violated a Code of Conduct standard, the appropriate staff member will contact home.

For reference, **a classroom educator will contact home three times** regarding student behaviors that are classroom managed and make personal contact with you. When a student is sent to the office, administration will contact home when deemed necessary. **School administration will attempt to contact parents by telephone, text or email.** A letter will be mailed home to parents when their child is suspended In-School or Out-of-School.

This discipline strategy is designed to help create a climate of cooperation, academic excellence, respect and safety by ensuring an optimal learning environment. As always, **these are guidelines are for discipline and the administration reserves the right to administer these consequences as appropriate for the student and situation.** As a general rule, the number of incidents, the type of incident, and the student's willingness to cooperate dictates the final determination of the assigned consequences.

It is also important to understand that in order to provide a safe learning environment, a commonly understood set of operating principles must be established. This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student, and other relevant factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance.

Our focus is on the education and development of students. We will use train/retraining principles when necessary. Students will be retrained as violations of the Student Code of Conduct occur. This will be especially apparent if a student is suspended out of school. In this situation, the student will remain out of school suspended until the parent/guardian can join him or her for a reinstatement conference with school administration. At that conference, the administration will determine if the student is safe to return to the building. Also at that conference, the student will sign a behavior contract outlining specific expectations for his or her return to school. Following any out of school suspension a recommended for exclusion or expulsion can occur.

Gibbon Public School Student Code of Conduct Management System

as defined by: the Student Discipline Act §79-254-294

Any behavior that (1) Is a **Disruption of the Educational Process**, (2) **Has No Legitimate Educational Purpose**, (3) **Is a Physical/Mental/Emotional Health or Safety Concern**, or (4) **Causes Property Loss/Damage** is not acceptable. If the behavior fits in one or more of the four categories mentioned here, then it is behavior that Disrupts the Learning Environment or Someone Else's Right and Ability to Learn. It will not be allowed. *The Time, Place, and Manner* in which a behavior occurs is important to identify. At Gibbon Public Schools we are focusing on education and working very *hard* to minimize disruptions to the educational environment. We all must do our very best to protect the integrity of the academic day.

General Notes Regarding the System:

*No student will receive **more than 3 days in-school suspension (ISS)** cumulatively for the year.

***Students assigned to ISS will receive retraining** in the behavior in which they violated a rule.

***Out of School Suspension (OSS)** shall be assigned **when a student's behavior is dangerous or disruptive and poses a threat to the educational environment.**

***OSS requires a reinstatement conference and a behavior plan** for the student to be readmitted.

Following an out of school suspension the student **will not be reinstated without a conference** where a parent/guardian is present.

* **Return** to the school is **contingent upon the reinstatement meeting and behavior plan.** Without either, the student will remain suspended and may face further administrative action or a recommendation for expulsion.

* A **recommendation for expulsion can be called any time after an out of school suspension.**

* Time for Time: **When a student is placed in ISS he/she will serve time for time with the teacher whose class he/she missed due to a code of conduct violation.** This will be accomplished on the day of the infraction or at the teacher's discretion.

***Absolute violations are AUTOMATIC office referrals** and are categorized as either minor or major.

*There is **No magic # of days suspended:** If a student is unsafe for our halls... the District may choose to employ §79-264 (Emergency Exclusion)

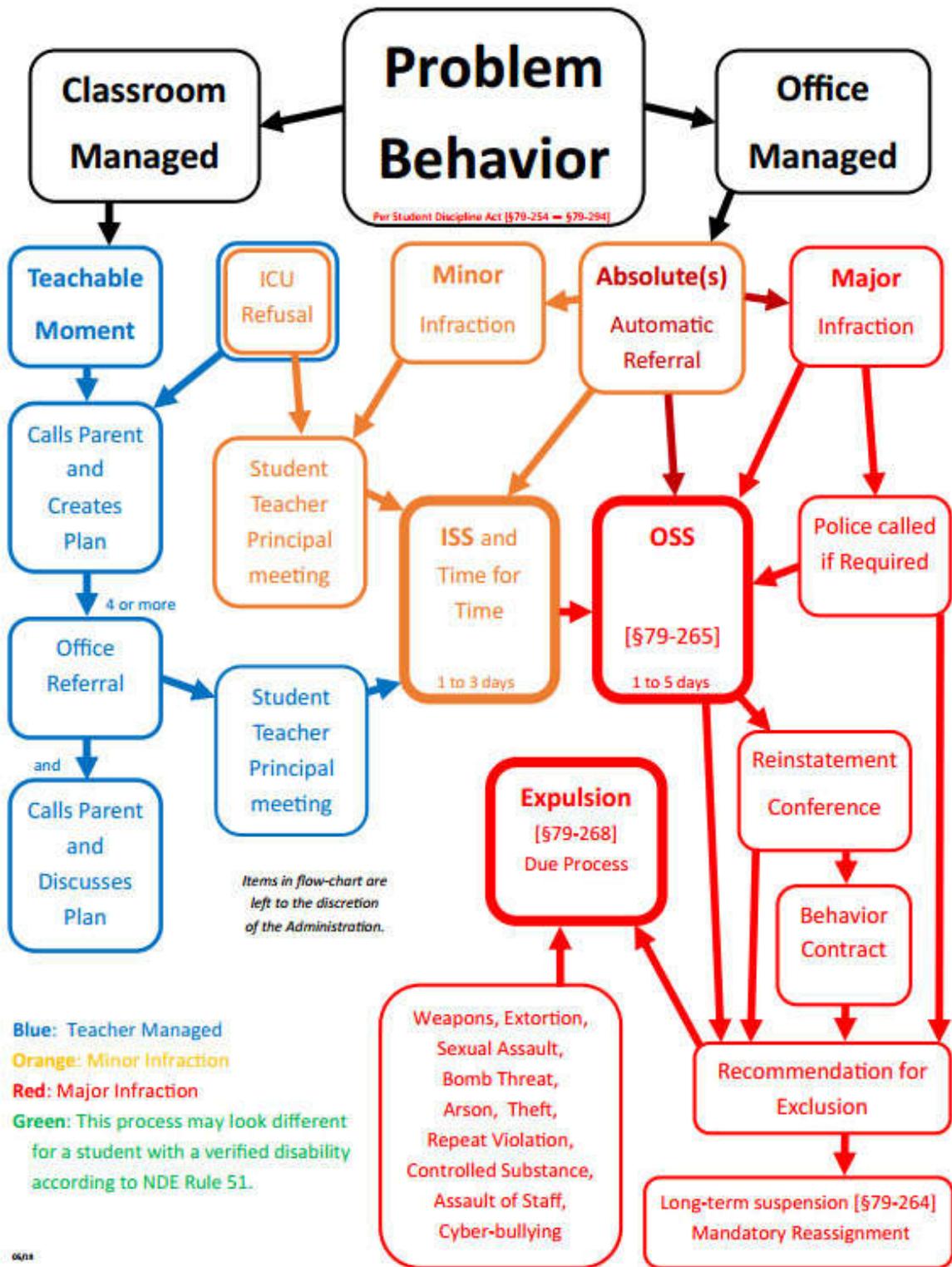
Other Areas of Emphasis:

Cell Phone: Cell phones must be left in lockers and are not allowed in the classrooms. Phones will be confiscated if brought into a classroom. Refusal to comply with an educator's reasonable request to surrender the phone will be considered an act of insubordination and the student will be sent to the office. (See Cell Phone Section of the Handbook)

ICU: You owe what you owe. 7th period Advisory is dedicated to ICU and class meetings. It is the student's obligation to complete the work when asked. Refusal will be recorded as an insubordinate act and will result in an office referral where the student, teacher of record, and school administration meet to discuss a plan. You may be pulled from Advisory (without warning) to work on missing work. This will not be optional. (See ICU Section of Handbook)

Tardy Policy:

Students have an obligation to be in their seat at the bell. Failure to be seated appropriately in the classroom will be recorded as a tardy. 1-4 tardies will result in a conversation, 5 or more tardies will result in after school detention. Detention is manned by certified classroom teachers. It is your responsibility to serve your tardy on the day it is assigned. Only school administration will excuse you from this responsibility. (See Attendance Section)



Items in flowchart are left to the discretion of **School Administration**

Classroom Managed

- *Over talking / out of turn
- *Unprepared
- *Respect of Self/Others
- Teachable Moments (retraining)
- Cheating (minor)
- Leaving Class
- Tardiness
- Failure to Follow Classroom Rules, Procedures, Routines
- Unauthorized Items, Food
- Non-Educational Device
- ICU
- Lack of Engagement
- Hallway Behavior
- Public Display of Affection
- Technology (Access)
- Littering (Classroom)
- Dress Code
- Profanity (Not Directed)
- Repeated Violations
- Other:

** indicates common classroom expectations enforced **District-wide***

Office Managed: Minor Absolute

- Cheating (major)
- Technology Violation (use)
- Profanity (directed at other)
- Refusal
- Hallway Behavior
- Repeat Offenses §79-262
- Excessive Tardiness
- Repeated Violations §79-262
- Vandalism (repairable by student) §79-267
- Littering Campus
- Unauthorized Access
- Willful Disobedience Attached §79-201
- *Disrespect of Staff, Students, Others
- Other:

Time for Time / Day of Infraction

Student makes up time with teacher

*Items in this Matrix are left to the discretion of **School Administration.***

Office Managed: Major Absolute

- Violation of Personal Space / Depants §79-267(10)
- Public Indecency §28-806
- Technology (Morality)
- * Verbal Assault §79-207(10)
- Fight, Assault (Police called)
- Drugs: Possession, Distribution Use, Alcohol §79-267 (6) (Police Called)
- Gang Affiliation
- Insubordination
- Bullying/Harassment
- Threats §79-2137
- Cyber-Bullying §79-2137 (Police called)
- Tobacco/Look Alike/ E-cigarettes, JUULS (Police Called)
- Bomb Threat / Fire Alarm
- Arson §79-267(10) (Police Called)
- Assault of School Employee §79-267(3)
- Weapons Violation (Expulsion) §79-267(5)
- Sexual Assault §79-267
- Continued Behaviors §79-267(11)
- Habitually Disruptive §79-267(9)
- Truancy
- Vandalism §79-267(3)
- Repeated Violations §79-2676 (9,11)
- Theft//Extortion §79-267(1,4)
- Other:

() indicates specific violation listed in state statute §79-267

Nebraska Statute §79-267

Student conduct constituting grounds for the long-term suspension, expulsion, or mandatory reassignment

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- (6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section [§28-401](#), a substance represented to be a controlled substance, or alcoholic liquor as defined in section [§53-103.02](#) or being under the influence of a controlled substance or alcoholic liquor;
- (7) Public indecency as defined in section [§28-806](#), except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- (8) Engaging in bullying as defined in section [§79-2.137](#); (This includes cyberbullying)
- (9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section [§28-319](#), sexual assault in the second degree as defined in section [§28-320](#), sexual assault of a child in the second or third degree as defined in section [§28-320.01](#), or sexual assault of a child in the first degree as defined in section [§28-319.01](#), as such sections now provide or may hereafter from time to time be amended;
- (10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

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

Questions? See the Student Code of Conduct Flowchart and Due Process Procedures in the associated section of the handbook for clarification. All information regarding this process refers to the Gibbon Public School Student Code of Conduct and State of Nebraska Student Discipline Act: §79-254-294.

STUDENT FEES WAIVER

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

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the Districts efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The Districts general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

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

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy; however, the District is not required to provide for the use of a particular type of musical instrument for any student.

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

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such

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

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

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

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

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

STUDENT RIGHTS AND RESPONSIBILITY POLICY

The Board of Education recognizes differences, disputes and conflicts among students and between students and staff members will occur. The Board also recognizes the individual student's rights and responsibilities must be clearly defined so an orderly process for discussing and resolving these differences may be established.

The student has the right to be respected as an individual, to receive the benefits of all school services, to attend a school which is clean, comfortable, safe and adequately equipped, to have a framework for student government which indicates the areas for involvement, to have access to printed copies of school regulations and to expect rules to be reasonable and consistently applied.

The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, for applying him/herself to the best of his/her ability to the learning tasks assigned, for attending school regularly and punctually and for using school facilities in a way which will conserve continued usefulness.

The Board, therefore, directs the Superintendent of Schools to establish procedures and structures for the protection of the rights of the student within the guidelines within this policy. Such procedures shall allow for the right of appeal, through appropriate channels of contested situations in which the student or parent may feel that their rights have been violated.

The Board has further delegated to the administrative and teaching staff the responsibility for the administration of the instructional program of the Gibbon Public Schools within the guidelines of the Board and the statutes of the State of Nebraska and the United States.

General provisions to remember

School rules and regulations should prohibit any conduct which causes a substantial disruption or material interference with any school function, activity or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being or the rights of themselves or others. These rules and regulations will also provide for appropriate corrective measures for unacceptable behavior. Please see the discipline flow chart for descriptions of rule violations and consequences.

According to Nebraska Statute 79-267, certain student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

See Gibbon Middle/High School Code of Conduct Philosophy

Summer School

APEX Credit Recovery Requirements

The following is required for class completion:

- Progress: Must complete 100% of the course.
- Grade percentage earned in the course by student follows the traditional grading scale for grade reporting at Gibbon Public Schools.
- When Unit Test Out is enabled the Pretest Test-Out level is 80%. The pretest Test-Out level must be higher than the Mastery Level to ensure students cannot test out of activities they have not mastered.
- If coursework is not complete, students must start over in the next semester.
- Classes are closed at the end of each semester and the summer session.
- No more than $\frac{1}{4}$ of a student's credits for graduation can be earned through the Credit Recovery Process.

SURVEILLANCE

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

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

SUSPENSION AND EXPULSION

Students who are suspended (either in or out-of-school) for reasons other than attendance cannot attend extracurricular activities during their suspension, including, but not limited to dances, practices, field trips, performances, games, competitions, retreats, etc.

Period of expulsion for regular circumstances: The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred:

1. First semester-- within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
2. Second semester-- within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year.

Period of expulsion for special circumstances: The following offenses constitute special circumstances with regard to the period of expulsion:

- (a) use of force/personal injury-- the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee or school volunteer, or
- (b) firearms/weapons--the knowing and intentional possession, use or transmission of a firearm or other dangerous weapon. This expulsion from school is for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. For purposes of this section, firearm means a firearm as defined in 18 U.S.C. 921. The superintendent or his or her designee can modify the expulsion requirement on an individual basis.

Length of expulsion for special circumstances:

1. First semester-- a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester.
2. Second 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.

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USE OF CELLPHONES

Students are not allowed to respond to cell phones during the school day except at lunch time or before and after school. **Cell phones must be left in lockers and are not allowed in the classrooms.** Phones will be confiscated if brought into a classroom. Refusal to comply with an educator's reasonable request to surrender the phone will be considered an act of insubordination and the student will be sent to the office.

Students are allowed to use school phones with permission from a teacher or office staff. The office will always cooperate with parents or guardians to get messages to students during school hours. Messages will be written down and delivered to the students. Only in cases of extreme importance will students be called out of class. Calls for students during school hours are disturbing to the school routine and should be kept to a minimum. Patrons please be aware that your telephone call to the office may be answered by an answering machine utilized by the office.

Note: Unauthorized video/audio recording of students and staff is prohibited per Board Policy.

Video/Audio Recording

Unauthorized video/audio recording of students and staff is prohibited per Board Policy.

VISITORS

Adult visitors are asked to stop at the office to receive permission to visit the school. School-age friends/relatives must have a parent call the administration to arrange visits preferably 24 hours in advance. Guests will be permitted to visit during the host students lunch. Visitors are limited to one hour of approved visitation.

