

**Amherst Public School
District #0119**

**Grades 7-12
Student
Handbook
2020-2021**

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INTENT OF HANDBOOK

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

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

ACADEMIC LOAD

The minimum load in high school shall consist of seven (7) classes per day. Exception to the above may only be made by the principal. To drop or add a subject, a student must have it approved by the counselor.

ACTIVITIES

Amherst High School is a member of the Nebraska School Activities Association. A student who participates in any interschool contest must conform to the eligibility requirements of this association. Amherst High School sponsors the following NSAA activities: Football; Volleyball; Cross Country; Basketball; Wrestling; Golf; Track and Field; Journalism; Music; One-Act Play, Speech and Co-op Soccer.

Amherst High School is a member of the Fort Kearny Conference. Other member schools are: Axtell, Elm Creek, Elwood, Eustis-Farnam, Loomis, Overton, Pleasanton, SEM, and Wilcox-Hildreth.

ALCOHOL/DRUG POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol, marijuana, illegal drugs, controlled substances, "look-alike" drugs, steroids or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Penalty for violation of this policy ranges from suspension from school to permanent exclusion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

ANNOUNCEMENTS AND BULLETINS

Daily announcements will be read to classes (7-12) at the beginning of first period of each day. Teachers need to have announcements turned into the office by 2:00 p.m. the day before the announcements are to be read. The office will compile announcements and posted on Schoology for staff. No announcements shall be made from any school group without authorization from the Administration. Any circulars or advertising displayed with the school shall be approved by the Administration before being displayed.

ASSEMBLIES

Students will work hard to maintain a reputation for courteous behavior in school assemblies. Students should give full attention to the performers on stage and appreciation shown only through clapping hands.

ATTENDANCE RULES AND PROCEDURES

The Nebraska School Laws require school attendance of all pupils of school for the entire time each year that school is in session. Absences from school are a contributing factor toward failure in school.

Parents can aid the school in promoting the welfare of the students if they do not ask to have them excused except in cases of extreme emergency. Parents, please make sure to notify the school by phone or send a note with the student when they will be absent. Parents should call the school by 9:00 a.m. if their child is going to be absent from school on that particular day. If a student leaves school without permission from the office, she/he will make up the time missed. Once a student is in school they must have permission to leave from the administration.

For unforeseen absences, such as illness, a "make up" form must be obtained from the office when the student returns to school. A phone call or note from the parent or guardian is still required regarding the absence. This must be done before the student returns to any classes. The appropriate teachers sign the form, and return it to the office. If the form is not obtained, the student may be considered truant. Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and that student must check out of the office. If a student is absent for illness, or other acceptable reasons, the day of an athletic or extracurricular event, he/she must be in attendance the last four periods of the day of the event to be eligible to participate. This policy applies to students who do not participate in the activity and do not have parental permission to be gone but wish to attend an extra-curricular activity. The administration shall make the final determination on absences and/or participation. The Activity Handbook addresses other situations that may occur regarding attendance and extra-curricular participation.

Beginning and ending time: After the first ten minutes of each class the student will be recorded as absent not tardy. If a student leaves before the last ten minutes of class they will also be counted as absent for that period.

Truancy: Students are considered truant when they leave or are absent from school without parental and school approval. When a student is found to be truant, the school will contact his/her parents. Disciplinary action may be taken.

Excessive absence and forfeiture of credit: Students are allowed 10 absences per class per semester. A student who exceeds the absence limit may not receive credit for the classes missed. The student will have their attendance file looked at by the Faculty Attendance Committee. The student shall not receive credit for such class unless a waiver is obtained from the Faculty Attendance Committee. The Committee may, but is not required, to grant a waiver to students that meet a criteria set forth by the committee. Criteria may include make-up work and time, reduction in letter grade, or other deemed appropriate by the Attendance Committee. The committee reserves the right to request further information from the parent or guardian regarding the student absences and proper verification. The committee will consist of the counselor and 3 staff members.

Absence report to county attorney and commissioner of education: The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to the referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Absence due to physical therapy or surgery: Physical therapy should be before or after school. Some exceptions may be allowed but excessive absences for physical therapy will result in loss of credit in the class periods missed. If at all possible surgeries should be done at a time when the student will miss the least amount of days possible. Summer is encouraged.

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

1. Whether a parent or guardian has properly verified the absence.
2. Student make-up work completed on or before the due date, the report signed by the classroom teacher, and returned to the office.
3. Other factors deemed appropriate by the Faculty Attendance Committee.

Track Season Guidelines: Track meets are primarily for track participants and their families. Those students not participating in the track meet are expected to be in school the day of the track meet.

A student may attend the Fort Kearny Conference and Amherst assigned District track meet if the following guidelines are met:

- a. The student is not on the "down list" the week of the meet.
- b. The student brings a note signed by a parent to the school office at least one day before the track meet.
- c. Attending the meets should not allow a student to exceed 7 class periods missed to attend the meet.
- d. The student has their make up work signed by and turned in to their teachers.

If the proper procedures for an excused absence are not followed it will be deemed an unexcused absence. Unexcused from school carries the penalty of receiving zeros in all class work for the day and all time missed will be made up.

Students who skip school or call in sick but attend the track meet may be reported by Amherst coaching staff and considered unexcused.

If a parent allows a student to attend any other track meet besides Conference or Districts, the child must be picked up and travel with their parent to and from the meet for it to be excused provided they have met the above guidelines. If the student attends by himself or herself or with someone other than a parent, it will be considered unexcused.

The purpose of this track meet policy is not to put undue hardship on families but to ensure the emphasis is placed on the importance of school. Amherst Public Schools firmly believes that the patrons and parents of this school district believe in the value of education and will be supportive of this policy.

ATTIRE AND GROOMING REGULATIONS

Realizing that dress and appearance affect some attitudes, students should dress in a manner conducive to good conduct and appearance in order to help create a good educational atmosphere in the school. It is the intent of the school that it be free from the threats or harmful influence of any groups which advocate drugs or disruptive behavior.

Any apparel or manner of grooming which by the nature of its color, arrangement, trademark or any other attribute denotes membership in such groups will not be permitted.

Such group-related clothing may vary and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories.

Also, students may be restricted from attending school if their attire includes the following:

1. Clothing or articles which are excessively soiled, torn or ragged.
2. Clothing displaying vulgar writing or symbols, or sexual reference clothing.
3. Clothing that is excessively revealing such as short mini-skirts, short-shorts, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a T-shirt is worn underneath), shirts which expose the midriff or sagging pants.

Rule of thumb for both male and female students where appropriate:

- a. should not see bra straps

b. should not see underwear

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- c. no spaghetti straps
 - d. should not see hips or stomach
 - e. should not see chest or cleavage
 - f. no suggestive terms on clothing
 - g. no short skirts, shorts, skorts (should be past fingertips or 6 inches from the knee)
 - h. no tight skirts, shorts, skorts
 - i. wider top t-tops/muscle shirts need to cover under arm and show no chest/cleavage/sides
 - j. inappropriate wrist bands, bracelets, etc.
4. Clothing with alcohol, tobacco or controlled substance advertisement or references.
 5. Hats, caps, bandannas and/or sunglasses will not be worn in the building from the start of the school day until the end of the school day.
 6. Torn down the side or cut up T-shirts or Muscle shirts are not allowed in school or to any physical education/weightlifting classes. The rule of thumb is the armhole may not exceed three inches below the armpit.
 7. Any appearance or dress that disrupts the educational processes will not be allowed.
 8. The administration reserves the right to determine appropriateness of student dress.

Consequences for dressing inappropriately:

1st offense: Student will be asked to change their clothing.

2nd offense: Student will be asked to change their clothing and receive a 30-minute detention that day.

3rd offense: Student parents will be notified and the student will receive an in-school suspension.

AUTOMOBILES/PARKING

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body. Pupils should realize that their parents or guardians are responsible for damages, which may result from their carelessness. Students are asked to park appropriately in the parking lot north of the New Gym or on the north side of the street by the West Gym.

1. There is to be no reckless driving on or around school property.
2. Cars are to be parked in designated areas and are NOT to be driven during the noon break unless approved by the office (Parents will always be notified before a student receives permission to drive off of school grounds).
3. Students are not to go to the parking area or cars unless permission is granted by office.
4. Students driving on permits are reminded that such a permit entitles the student to go only directly to and from school via the shortest route.
5. Students are not to loiter in parked cars before or after school.
6. Students are not to use cars for errands during school time unless given special permission by the administration.
7. Parking in the North parking lot: All vehicles should enter in the south entry and exit from the north exit. All vehicles should park facing east or west. No one is allowed to park in the fire lane: on the south side (the first 20 feet against the sidewalk next to the school) the farthest East lane (30 feet from the PVC posts to the side-bank) and the farthest North lane (30 feet next to the fence line).

Consequences for parking inappropriately:

1st offense: Student will be asked to move the vehicle.

2nd offense: Student will be asked to move the vehicle and receive a 30-minute detention. 3rd

offense: Student will lose parking privileges on school grounds for a month, receive an in-school suspension, and parents will be notified.

BACKPACKS

Backpacks are to only be used to take books and school supplies to and from school. They should not be worn or carried between classes. They are NOT allowed in the classrooms and should not be left in the hallways or in any common areas. Exceptions may be allowed to students who are on crutches or require assistance in transporting books and supplies because of some physical difficulty. Administration will need to grant permission before the student is allowed to carry a bag or back pack between classes or into a classroom.

1st offense: Student asked to put backpack in locker.

2nd offense: Student asked to put backpack in locker and receive a 30-minute detention.

3rd offense: Student asked to put backpack in locker and receive an in-school suspension.

BIOMETRIC NORTH DOOR

Amherst High School has installed a biometric door lock system on the north doorway to the student parking lot. This system will require students to "fingerprint" through that doorway into the building from 7:30-4:00 pm. The algorithm for storage and protection of their fingerprints cannot be used for any other system.

This will close the north doors during school hours. The doorway next to the superintendent office will be the only door unlocked to the 3rd-12th grade building during regular school hours. The office will enter fingerprint information for 7-12 grade students into the biometric system to allow students to come and go through those doors to travel to appointments but to now be locked to anyone outside of our school system.

BUS REGULATION

Regular routes: Bus service is provided to and from school on a regular schedule. There will not be any school if the buses are unable to run due to inclement weather. Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Foremost in our minds is the safety of each passenger.

While riding the bus students are expected to:

1. Follow the driver's instructions.
2. Keep all parts of their bodies in the bus.
3. Except for ordinary conversation, students shall observe quiet conduct on the bus.
4. Help keep the bus clean.
5. Treat others respectfully.
6. No pushing, tripping, hitting or bothering others.
7. Sit in assigned seats, when assigned
8. Be in their seats when the bus is moving.
9. Be quiet at railroad crossings.
10. Do not damage or deface bus property.
11. Use appropriate language at all times.
12. Do not eat or drink anything on the regular bus route without the driver's permission.
Students may eat and/or drink on activity buses when given permission to do so by the sponsor.
13. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver.
Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when

involved in an accident or sudden stop shall be secured.

14. Notify the school when not riding. Parents of students who usually ride the bus should notify the school in advance when students will not be riding the bus.

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Consequences for Bus Rule Violations

1st offense: Verbal Warning

2nd offense: Change in assigned seating or other action that may be appropriate to achieve desired behavior.

3rd offense: Detention.

4th offense: One-week suspension from riding the bus.

5th offense: Two-weeks suspension from riding the bus.

6th offense: Suspension from riding the bus for the remainder of the school year.

Extreme violations may result in an immediate short or long-term suspension. The riding privileges of a student may be revoked for violation of the rules or for conduct, which is detrimental to the safe operation of the bus.

Activity Bus

To participate in any activity, students must ride on school provided transportation unless other arrangements have been made with the school administrator. Buses will leave for Amherst immediately following the event unless the sponsor has made other arrangements. Students going to a school activity on a bus must return on the bus unless they receive permission from the sponsor and their parents pick them up at the activity.

CALENDAR

The official calendar for all school events is in the office of the principal and before any event is placed on the calendar or scheduled, it must be approved by the principal. It is the responsibility of the sponsor to notify the office of the principal of their proposed events.

CARE OF SCHOOL PROPERTY

Students can show their appreciation for the facilities provided them by taking care of the building, equipment and grounds so that they may be passed on to future students. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item(s) and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

CHEATING

Any student caught cheating in any form will receive a "zero" for the assignment. The second offense of cheating in the same class may result in an "F" for the semester. The instructor will notify the principal and the student's parents/guardian when the student is found to have cheated. Cheating includes but is not limited to:

1. Using the work of another person as your own.
2. Copying information from another student's test, examination, theme, book report or term paper.
3. Plagiarizing – plagiarism means using another person's idea, expression or words without giving the original author credit.
4. Preparing for cheating in advance. Such action involves (a) having in your possession a copy of the test to be given (or answer key) or having been given by a teacher, (b) using the test or notes during a test or examination without teacher permission, (c) talking while taking quizzes, tests, or examinations, (d) using a cell phone or electronic device for answers, (e) informing other students in later sections of questions that appear on the test, (f) having another person take a test for another student, (g) assisting others in cheating, (h) "swiping on devices during quizzes or exams that allow for cheating, (i) being dishonest on times/dates of when you turned in assignments.

CHURCH EVENTS

Wednesday evenings have been set aside for church activities and no school activity will take place on Wednesday **after 6:30 p.m.** Students will be out of the building by 6:30 p.m. Exceptions will be made through the administration.

CLASS MEETINGS AND OFFICERS

A class meeting will be held the first day of school. At this time, each class will elect its President, Vice President, Secretary, Treasurer by majority vote. Class meetings will be held as the need arises. Meetings are held only if a sponsor is present.

CLASSIFICATION

The principal shall determine the grade in which a student shall be placed. The final grades shall determine the grade in which the student will be placed at the beginning of the next term. Those entering the seventh grade, and coming from a school other than Amherst must furnish the administration evidence that he/she has successfully completed the sixth grade. Every student, prior to entering school, must provide evidence of adequate immunization as specified by Nebraska Statute. Also, any student beginning seventh grade or any new student that is transferring from out of state at any grade level must provide evidence of a physical examination within the last six months as specified by Nebraska Statute. An official transcript of grade school work completed must be in the permanent file of each junior high student as soon after admission to high school as possible.

CLOSING OF SCHOOL

In the event that school is closed because of bad weather, the decision will be made the night before or as soon as possible by the administration. Closing information will be made through the schools Alert Solutions Telephone Information System and on television stations KHGI (13) and weatherthrest.com.

Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early.

CODE OF CONDUCT FOR ACTIVITIES PROGRAMS

A code of conduct for students involved in the activities program is outlined in the Activities Handbook. (All rules in the Activities Handbook apply to this handbook.)

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have the complaint to discuss both sides.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

COMPUTER/INTERNET USE

District computers, programs, software and networks are for educational use only. Any information carried or contained on district computers is subject to review by the district. It shall be the policy of this district to revoke the privilege of any user who misuses the Internet.

General Rules for Computer/Internet Use

The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. All students will be allowed to use computers and the Internet if they follow all the stated

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guidelines. If a parent does not want a student to have access to computers or the Internet, they must provide the school a letter denying the student's computer or Internet privileges. Access for all staff and students is a privilege and not a right. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving the network. Users will comply with district rules and will honor the agreements they have read in the Student Handbook and in the iPad and Policies Handbook. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

As a student, you **may**:

- log on using your ID and password.
- use any programs that appear on your menus.
- change your password at any time.
- use the system for completing any class work or assignment for school.

As a student, you **may not**:

- log on using someone else's ID and password.
 - use any type of filter to override apps on school devices.
 - be on any sites that are banned by Amherst Public School.
 - obtain a DOS prompt while connected to the network.
 - use a computer without the permission of the teacher who is in charge of it.
 - alter or attempt to alter the operation of the network through hardware or software changes.
 - use the computer for other than fulfilling the specific educational requirements of your classes or for activities not approved by your teacher or the system administrator.
 - use the computer for personal gain or for any activity which is illegal.
 - send messages over the network without teacher approval.
 - change the background screens without teacher permission.
1. The use of your account and/or access must be consistent with the educational objectives of the Amherst Public School.
 2. To transmit or knowingly receive any materials in violation of any United States, Nebraska, or Amherst Public School regulation or law is prohibited. This includes, but is not limited to, the following copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
 3. Commercial activities, product advertising, political lobbying and extensive personal use are prohibited.
 4. Network Etiquette – you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not be abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material, or images.
 - Do not reveal your full name, phone number, home address, or those of other persons when using the Internet.
 - Note that electronic mail (e-mail) and other computer use of storage is not guaranteed to be private or confidential. Network or other computer use of storage areas are and will be

treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.

- Do not use computers or the network in such a way that you would disrupt the use by other people. Talk, Write, and Chat commands may be intrusive and should not be used.

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Chain letters and Inter-Relay Chat are misuses of the system.

- Permission of the supervising staff member must be obtained before downloading large files.
 - Server space is limited. Remove outdated or unneeded files promptly.
5. Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents and/or guardians are financially responsible for acts of
 6. vandalism committed by their children. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.
 7. Respect the integrity of the computing system. Do harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.
 8. Only public domain files and files in which the author has given expressed written consent for on-line distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. Copyright law.
 9. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator or faculty member. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
 10. Do not subscribe to a newsgroup or list serve.
 11. Do not download files unless you have the permission of an instructor.
 12. Any problems, which arise from the use of an account, are the liability or responsibility of the account holder or user. All account holders or users hereby release Amherst Public School from any and all claims or damages of any nature arising from the access, use, or inability to access or use computers or the network system and by obtaining an account or use of the computers or network system agree to such and agree to indemnify and hold Amherst Public School harmless from same. Amherst Public School makes no warranties of any kind for the information or the service it is providing.
 13. Users should not expect, and the District does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network.
 14. will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 15. Users shall not make purchases of goods and/or services via the District's network.
 16. No pornographic material is ever allowed. Pornographic material can include art, animation, etc. The consequence for viewing pornographic material is loss of computer privileges for up to 1 year depending on the severity of the incident.

Consequences for Misuse of Internet (Not including Pornographic material)

1st Offense: Loss of Internet for 2 weeks

2nd Offense: Loss of Internet for 4 weeks

3rd Offense: Loss of Internet for remainder of school year.

(Students who lose computer rights will be allowed to take on-line tests during their suspended time. They will be under the supervision of the person administering the online test.)

If you have any specific questions about where to go and where not to go on the Internet, you should talk to your classroom teacher. You will not lose privileges if you get into an inappropriate site by accident and let your instructor know immediately.

INTERNET SAFETY AND ACCEPTABLE USE POLICY - POLICY 552

It is the policy of Amherst Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to,

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or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

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

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

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

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Unacceptable Uses. The following are unacceptable uses of the technology resources:

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

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

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a family member or friend, paying bills online, using the Internet to access information during a teacher's planning time.

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

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

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

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

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

- To access any material contrary to the Internet Safety Policy; or to create or generate any such material
- To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the

District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

- To engage in or promote violations of student conduct rules.
- To engage in illegal activity, such as gambling.
- In a manner contrary to copyright laws.

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- In a manner contrary to software licenses.

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

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

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

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

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

COPY MACHINE

The office copy machine will not be used to copy notes, unless a note from a teacher is received explaining the requirement for student usage. Students are encouraged to read, outline and summarize research materials instead of using the copy machines. Students may pay for copies if the secretaries allow them to make the copies.

COUNSELING SERVICES

Amherst offers full-time guidance services. The door is open to all students and parents. Feel free to go and talk with your counselor. The purpose of the guidance program is to be of assistance to students, families and teachers and to assist in making the educational process as effective as

possible.

Secondary counseling services include: academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration and post-graduate planning. The guidance office invites representatives from a wide variety of post high school educational institutions to the school. Students are urged to visit these representatives for information.

DANCES OR PARTIES

All school dances or parties are to be for the Amherst Jr./Sr. High School students and their sponsors. All dances sponsored by the school will have a breathalyzer present. Any dance sponsored by any group will be governed by the school board policies concerning dances and parties. Any organization wishing to sponsor dances or parties and using school facilities are required to submit their dance or party policies for review by the principal before holding their proposed dance. Dances or parties should be scheduled on Friday or Saturday evenings and must end at 12:00 a.m. Each event must be sponsored by faculty members.

Students, once admitted to the event, are to remain until the close of the event. Should they leave, re-admittance will not be permitted. Students are expected to be in the building within a reasonable amount of time after the start of the event. Admittance into the building after this period of time will only be by special permission.

The Homecoming Dance is for student in grades 9 – 12 and their dates.

Class, organization or group functions such as the Band may plan social events but the event is for the members of the class, organization or group. If the sponsor and the principal have approved it, Senior High classes, organizations and groups may invite dates of the age group involved. Those that are not students of Amherst High School must be signed up in advance by the sponsor.

Social events at Amherst High School such as dances or parties should be attended in casual, but dressy attire.

DATING VIOLENCE

Amherst Public School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

DETENTION TIME

If a teacher finds it necessary for a student to be detained, that teacher will be responsible for that student's supervision. No student should ever be kept after the teacher has left the building. Also, if a bus student is to be detained, arrangements should be made for detention the following day. Detention must be made up or the time will be doubled. Continued failure to serve detention will result in a conference with parents, suspension or expulsion. Students with a good reason for not making up a detention the day it is due must make arrangements with the teacher or principal prior

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to the end of the day on the day the detention time is to be served.

DISMISSAL FROM CLASS OR SCHOOL ACTIVITY

Students who are rebellious, disrespectful, or cause disruptions may be removed from the class or activity for the day. If disruptions are of a serious or persistent nature the student may be removed from that class for the remainder of the semester and lose credit for the course.

DONATIONS

Students often are asked for donations for school-sponsored activities or sometimes just a cause that may be supported by the school. In order to be responsible with money we ask that students only donate small amounts of money. Parents need to be conscience of the amount their children bring and donate to these causes.

DOWN LIST

All Students 7-12 are expected to be in good standing with school administration and in their classes to participate in any extracurricular activities. In order to be eligible students must be passing 5 of 7 classes or 6 of 8 classes to be eligible to participate in activities.

If a student is on the down-list for **ONE** subject they are eligible for all activities.

If a student is on the down-list in **TWO** classes, students are considered to be on academic probation BUT are still eligible to participate in activities. iPad sanctions will apply to students who fall under this rule. See below.

If a student is on the down list in **THREE or MORE** the student is ineligible for that week and must also work with their teachers for the 30 minutes after school and/or make arrangements with their teachers to become eligible again.

It is up to the student and parents to watch the student's grades on Schoology or to be in contact with their student's teachers if they have academic concerns.

Students who are on the down list in three or more classes will only be allowed to have the school (or teacher) provided apps on their school owned iPad. This rule is in effect on a twenty-four-hour basis where the student is not allowed to upload any non-school provided or non-teacher provided apps back onto their iPad at home or school until the student is no longer on the down list in two or more classes.

Consequences for breaking the "uploading non-school provided or non-teacher provided apps during a down list suspended time period" will result in the school taking the device and the student only being able to use the device during class periods and turning it back into the school office. The student will also be required to leave the device at the school at night.

For students meeting the down in three or more classes their use of any personal devices is banned from the school class periods unless approved by the classroom teacher. Administration may also ban personal communication devices from those individual students before school, at lunch and after school if they are perceived as an educational distraction to that student.

DROPPING OR ADDING SUBJECTS

Students may not drop, discontinue or add subjects without the permission of the principal and counselor and subject to the following conditions:

1. Students will be allowed to arrange for a change of schedule during the first week

of a semester. All work must be made up for classes missed due to schedule changes.

2. Students must have parental approval.
3. Classes dropped after the second week of a semester are recorded on the students' transcript with a WP (Withdraw Passing) or a WF (Withdraw Failing). The circumstances behind the drop will enter into the grade received at the time the drop is officially made.
4. Classes dropped after the fourth week of a semester may result in an automatic failing grade for the semester.
5. Classes should not be added after the second week of a semester.

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6. A schedule change will not be permitted if it means undue disturbance of the class size balance between sections that is in place at that time.

7. To drop or add a subject, the student should secure the proper form from the counselor and follow the above procedure.

DRUG DOG

On November 14, 2005, the Amherst Public School Board of Education approved the use of a drug dog to be used on school grounds and near the school grounds. Amherst Public Schools will request the use of a drug dog and law enforcement personnel to conduct a search of our school on an as needed basis. The school will follow the emergency lockdown procedure prior to a drug dog entering any of the school buildings. If a dog alerts to any type of illegal substance, the student may be subject to legal and school disciplinary action.

ELIGIBILITY

Policies and regulations governing student activities and student participation in extra-curricular activities: Nebraska School Activities Association Rules:

1. The Amherst School District is a member of the NSAA which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what is generally known as extra-curricular activities. The District is subject to and governed in part by the rules and regulations for extra-curricular activities of the NSAA.
2. Students are required to be in attendance in school at least the afternoon periods (periods 5 - 6 - 7 - 8) on the day of the scheduled activity in which they are to participate. On Fridays it will be 5-6-7 since AHS drops 8th period on Fridays. The principal can waive this requirement at his discretion. Any student that violates the above rule will be suspended from the next activity of similar description.
3. Students who are suspended may be allowed to participate in activities that have a grade or participation associated with them, with the determination being made by administration.

EMERGENCY EXIT AND FIRE DRILLS

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of each room in the building will be given the fall term. Students will leave the room immediately on signal. There must be a minimum of conversation. Lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow.

ENERGY DRINKS

Due to the unknowns of Energy drinks, Administration, staff and the Amherst student body representatives have banned energy drinks at Amherst Public School. Any staff member that finds a student with an Energy Drink from 8:10-3:27 Monday-Thursday and 8:10-2:24 Friday will report the student to the Principal's office and the following consequences will occur:

1st offense: Drink is thrown away...Student receives a verbal warning

2nd offense: Drink is thrown away...Student receives a 30-minute detention

3rd offense: Drink is thrown away...Student receives a one day In-School suspension

4th offense: Drink is thrown away ...Student receives a day out of school suspension and a parent meeting is required before the student is re admitted to school.

Any further offenses: Will be left up to the discretion of Administration

EVERY STUDENT SUCCEEDS ACT (ESSA)

It is the policy of the District to comply with the Every Student Succeeds Act ("ESSA") and federal grant programs in which the District participates.

Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.

Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.

Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.

Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.

Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers,

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including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

(A) the subject matter assessed;

(B) the purpose for which the assessment is designed and used;

(C) the source of the requirement for the assessment;

(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and

(E) the time and format for disseminating results.

Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

(A) be involved in the education of their children; and

(B) be active participants in assisting their children to—

(i) attain English proficiency;

(ii) achieve at high levels within a well-rounded education; and

(iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following "suspension and disbarment" language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any

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time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

FAN/PARTICIPANT BEHAVIOR

Participants, students and parents are reminded that you represent the school when you are a fan at an extra-curricular event. Paying to attend Amherst Public Schools events allows admission only; the school reserves the right to set guidelines. You are expected to set a good example all around you by being enthusiastic in your support of our school and to be sportsmanlike in your support. We also expect you to cooperate with the guidelines set by the host school. Failure to do so could result in disciplinary action.

FIGHTING

Students involved in a confrontation with another person while attending school or a school sponsored activity may be suspended or expelled from school depending on the severity of the confrontation.

FOOTBALL DOORWAY

The football doorway on the North side will only be allowed to be used during football season. Once the football season for this school year is over students will no longer be able to use that doorway without permission from a staff member. Students will receive an automatic 30 minute detention for the first offense, a 60 minute detention for the second offense and an in school suspension for the third offense. Additional offenses will be left up to administration.

FUNDRAISING

Fundraising projects are necessary since school organizations need funds to operate. All fundraising projects must be cleared by the administration, solicitors of fund raising items must be screened and approved by the administration and organized house-to-house campaigns will be limited to special projects during any one school year. All student accounts shall be deposited in the Main Office and shall be audited annually. All monies received shall be receipted and all expenses paid by check. The treasurer of each organization will work with the office and be responsible for funds.

- Non-consumable items may be sold before and after school hours.
- Definite beginning and ending dates are to be established for the fundraiser and placed

- on the activity calendar.
- School organizations should not be competing for time or for the product or services offered.
- Each organization will be allowed one fund raiser per semester. Exceptions to this rule need to be cleared by the administration.
- Students should not be issued items in large quantities which result in handling large sums of money. They are required to turn in money frequently.

GAMBLING

Gambling, of any nature, is prohibited. Examples: flipping of coins, shooting dice, playing cards, etc.

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GRADE POINT AVERAGES

Grade point averages are calculated by the counselor to be used for various purposes. All classes and accompanying grades are used when calculating grade point average (GPA).

GRADING SYSTEM

A	93-100	Superior	D	70-77	Below Average
B	86-92	Above Average	F	0 -69	Unsatisfactory
C	78-85	Average	I	Inc.	Incomplete

"Incompletes" will be given when a student's work for the term is not complete. An "incomplete" must be removed by the time set by the teacher in that subject if the student is to receive credit for the subject.

GRADUATION REQUIREMENTS

Attendance: Eight semesters of attendance are required in order to be considered for graduation. Exception to the eight- semester requirement may be made in unusual circumstances and only with the approval from the Board of Education.

To be eligible for graduation a student must have earned a minimum of 250 credits in grades 9-12. Equivalent credit is to be awarded for courses or programs offered in other time patterns according to criteria prescribed by the North Central Association of Colleges and Secondary Schools.

Credit Distribution: Credits must be earned according to the schedule below.

Course of Studies	2020-2021 Credit Hours
Eng/Language Arts	40 (8 semesters)
Mathematics	30 (6 semesters)
Social Studies	30 (6 semesters)
Science	30 (4 semesters)
Business/Agriculture	20 (4 semesters)
Computer Applications	10 (2 semesters)
Fine Arts/Foreign Language	10 (2 semesters)
Physical Education	10 (2 semesters)
Speech	05 (1 semester)
Intro to Ag	05 (1 semester)
Elective Courses	65 (10 semesters)

The following courses are required by all students. Credit hours must be awarded to meet graduation requirements:

- English 9, 10, 11, and 12
- Physical Science & Biology
- American History & American Government & Global Studies 12
- ITECH
- Foreign Language or a Fine Art

Speech (1 semester)
Intro to Ag (1 semester)
Personal Finance

The remainder of the minimum required credits may be earned from the comprehensive list of courses offered, as listed in the curriculum guide, which is established by the counseling department and administration, with the assistance of the faculty and Board of Education.

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Credit granted by work done through other means such as correspondence can be requested from the administration. Individual courses will be provided for students with special needs according to IEP's for a course commensurate with their abilities. Such programs shall provide for those with limited abilities as well as those with exceptional abilities. The professional staff will

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plan individualized courses for students with special needs and will recommend the number of credits to be awarded, which are to be approved by the administration. IEP's will be followed.

There will be one graduation exercise per year, a traditional affair in the spring. An official diploma shall be awarded to each student who has satisfactorily met the graduation requirements set forth by the board of education.

Verified handicapped students will be eligible to graduate and receive a diploma upon successful completion of a prescribed course of study as set forth in each student's individual educational program (IEP).

Students not meeting graduation requirements due to violations of the attendance policy will not receive certificates of attendance, nor participate in graduation exercises. Students not meeting graduation requirements due to other circumstances may be entitled to receive certificates of attendance.

To be eligible for valedictorian or salutatorian, a student must have attended Amherst Public Schools for both semesters of their junior year and both semesters of their senior year.

Senior Dress and Conduct for Graduation

1. Boys will wear a nice dress shirt with a collar, dress pants, dress shoes and socks. No sandals or tennis shoes.
2. Girls will wear a nice dress slacks outfit, dresses or skirts and blouses, dress shoes only.
3. No gum, sunglasses, water pistols, silly string, lighters, or any other items other than the graduation program will be allowed to be carried to your chair upon entering the gym. (silly string caused damage to clothing and required difficult clean up after graduation)
4. No mortar board tossing into the air in the gym unless approved by the principal.
5. No hand gestures or other displays of elation or childishness during the processional or recessional.
6. No comic reactions upon receiving diploma and no gestures or other displays of elation during that time.
7. No conduct which will detract from the formality of the ceremony.

HANDBOOK

All students are held responsible for knowing and abiding by the regulations in ALL the Student Handbooks which has been approved by the Board of Education. This handbook cannot contain all rules, which apply to all situations. The administration reserves the right to deviate from the policies in this handbook if it deems the alterations are in the best interests of the student.

HANDICAPPED STUDENTS

The Amherst Public School District Board of Education wishes to reaffirm its position that all children in the school district, regardless of their handicapped condition, are entitled to an equal opportunity for education according to their individual needs.

HARASSMENT

Harassment of students, staff or visitors will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, while on school-owned and/or school-operated transportation; while attending or engaged in school activities; or while away from school grounds if the misconduct directly affects the good order, effective management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to the following:

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- Verbal or written comments of a sexual nature;
- Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the student or person.

Step One: The first time school personnel becomes aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Step Four: Expulsion of the student.

HEALTH ISSUES

Health records:

1. Nebraska law requires that all students entering Kindergarten, 7th Grade or transferring from out-of-state have a physical exam done by a physician within six (6) months prior to entry into the system. If you do not comply within thirty (30) days of entrance into the system, your child will be excluded from school.

2. Each transfer student or kindergarten student new to our system is required to have an immunization form completed by parents or guardian. An immunization record will be in the nurse's office with at least three (3) DPT, three (3) polio, three (3) Hepatitis, one (1) Varicella and two (2) MMR per student **BEFORE** a student is allowed to his or her class. If for religious

reasons, OR if your child is allergic to DPT, Polio or MMR serum there will be a form in the school office to be filled out before your child will start school.

Health Services:

A school nurse will be at school once a week. Students in specific grades are screened in the areas of vision, hearing, height, weight, dental and scoliosis. The nurse can be contacted by calling the office and giving them your number and the nurse will return your call. The school nurse will also assist in the health education curriculum.

Student Health:

Good health practices should be used at all times. The schools goal is to keep students in school when they will benefit from their attendance. Students feeling ill to the extent that they are unable to accomplish regular activities should not be in school.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The following guidelines will be used:

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- 1. Students with a temperature of 100 degrees or more may not be in school. Students shall not return until they have been without a fever for 24 hours without the aid of medications.**
2. Students with a contagious and infectious disease must have a physicians' note to attend school. Examples are, but not limited to, Influenza, Hepatitis A and Diptheria. Amherst Public School follows the Nebraska Department of Health and Human Services recommendations regarding contagious infectious diseases; Section 173NAC3 attachment 1.
3. Students with chickenpox should be excluded from school for no less than 6 days (day of onset is counted as "day zero"; the day after is counted as "day one"; etc.) after the appearance of the first crop of vesicles, and the student is without fever and vesicles are dry. To re-enter school before the 7th-day exclusion period is over the student must have a doctor's permission slip.
4. Students diagnosed with Ringworm, Conjunctivitis (Pink Eye) and Head Lice will be excluded from school until they receive appropriate treatment.
5. In the event it becomes known that a student is infected with a chronic infectious disease not commonly associated with a casual transmittal, any change in the educational program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available, and in the best interest of the student.
6. Students with an unidentified rash will be excluded from school and may return with a physicians' note.
7. For a student either to be excused from physical education or readmitted to physical activity from any injury and/or illness for more than 5 days, a doctor's excuse or permission will be required. Students who return to school after an excused absence due to illness, and require further time indoors for recuperation must have a written note from their parents advising the school of the need to remain indoors at noon and at recess time. For periods exceeding 5 days, a doctor's statement will be required.
8. A student who is required to take prescription or over-the-counter medications during school hours MUST have written permission from their parent/guardian. Medication must be in its original container and all medications must be kept in the school's main office. If your child is receiving prescription medications at home and as school, ask the pharmacist for an additional container. Inhalers may be carried by the student with parental permission.
9. Hand-washing
 - A. Frequent hand-washing is an effective method of preventing the spread of communicable diseases.
 1. Students and school personnel should wash hands frequently with soap & water.
 2. Soap will be available for students and personnel.
 3. Students will receive instruction and supervision to promote health habits and prevent disease.

Students' Health Regulation and Records/Incident Reports

In case of an accident which causes injury to a student, the school nurse or Superintendent and/or a designee will determine if the injury is serious. If it is determined to be serious the administrator should notify the parent and/or designated responsible person immediately. If the parent and/or designated responsible person cannot be reached, the superintendent or designee shall be responsible for determining the course of action. A physician designated by the family could be consulted for direction. The emergency number 911 must be utilized if a student is unconscious, has severe uncontrolled bleeding, not breathing or having severe respiratory distress, has a possible neck or spinal injury or possible compound fracture. **It is required** to fill out an Incident Report on the incidents occurring involving staff, students or visitor.

HEALTH SCREENING

A yearly health screening will be provided for students in Preschool, Kindergarten, 1st, 2nd, 3rd, 4th, 7th and 10th grade. Students will provide a completed medical history. This will also include immunization dates, a certified copy of a birth certificate, and a physical. The immunizations, birth certificate, and physical are to be in compliance with Nebraska Law. A complete physical is required for all students entering into Kindergarten and seventh grade or transfers from out of state within 6 months prior to entry. This physical examination must be done by a qualified physician within six months prior to entrance. Physicals or the sports physicals are required for anyone participating in Jr. High Physical Education/ Sports and High School Physical Education/ Sports.

HOMEWORK

During each class period a certain amount of time may be devoted to supervised study. All preparations cannot be completed during the class period. Therefore, a certain amount of home study is necessary.

HONOR ROLL

The student's number grade is multiplied by the hours of credit for each grade. The total of these compiled grades then is divided by the number of classes. This gives an average number grade with which to figure the honor roll. Any grade below 78 will make that GPA ineligible for Honor Roll.

The Honor Roll and Honorable Mention are compiled at the end of each nine-week period, and at the end of each semester. Each student earning an honor point (grade) average of 93% - 100% will be placed on the Honor Roll for that period. Honorable mention will be based on the average of 89% - 92%. Grades will not be rounded up.

HOT LUNCH PROGRAM

Lunches are available for those desiring them. The meal menus are published each month in the newsletter, on the school web calendar and announced each morning. During first period each day, lunch count will be taken to determine how many people will eat lunch. The accuracy of the count is important in helping the cooks plan for the meal. The students should be sure to abide by their decision to eat when count is taken. Lunches may be brought from home and eaten in the West Gym or the commons area for 11th and 12th grade students approved by administration. Amherst is a closed campus with the exception that students who live within walking distance may walk home for lunch, as long as the permission form to walk home is signed by parents and on file in the school office.

When going to the gym for lunch, students shall enter through the main double doors and line up along the bleachers. Students are not allowed to enter the gym through the doors by the kitchen.

Students shall not run to lunch. Students shall not "cut" in line. At all times, keep the eating area

neat and picked up. Do not leave trash and food on the table and floors.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information

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requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, C.C 20250-9410; (2) Fax: 202-690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

INITIATIONS, HAZING, SECRET CLUBS AND OUTSIDE ORGANIZATIONS

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

INSURANCE

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

on the school premises. However, students are given an opportunity to enroll in one of several accident benefit plans which cover accidents at school and school sponsored activities.

JUNIOR-SENIOR PROM

The Amherst High School Juniors and Seniors may invite guests to the Junior-Senior Prom under the following rules:

1. The name of the guest must be submitted to the sponsor prior to the event.
2. Prom is for students in grades 9-12. (No 8th graders or over 21)
3. Guests are expected to follow all rules the students must follow.
4. You are entirely responsible for your guest's conduct.
5. Any violation of the school policy by an invited guest will result in immediate removal of that guest.

LIBRARY/MEDIA CENTER

Your cooperation in keeping the library/media center as orderly as possible is appreciated. If our library books are to serve a maximum of students, it is necessary for checked-out books to be returned by due date. In order to encourage this, it is necessary to assess fines against students that do not check books in by the due dates. Lost books will be paid for by the student responsible for the book.

LOCKERS

Student lockers are the property of Amherst High School under the jurisdiction of the Board of Education. They are loaned to the students. Students may be asked to pay for excessive damage to lockers. They may also be asked, when the administration deems it necessary, to have locker cleaned out. The administration may also inspect lockers when it is deemed necessary. At no time should valuables or money be stored or left in school lockers. The school assumes no responsibility for articles lost or stolen. If it is necessary to bring valuables or large sums of money to school, please leave it in the office for safekeeping. Book bags must be kept in lockers during the school day. Locker room sport lockers will be issued by the PE department and coaches. A \$5.00 deposit will be put on sports lockers for the assigned padlock.

LOST AND FOUND

Lost items should be reported to the office. It should be thoroughly understood by all patrons and students that the student is responsible for his/her own property and that the school cannot assume responsibility for the loss of personal property. Any articles unclaimed after an adequate length of time will be disposed of in a manner to be determined by the office.

MAKING UP WORK

Work missed because of an unforeseen absence will be made up on the student's return to school. Make-up work provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines:

1. Absent without excuse...all work missed for this reason may be entered as zero credit.
2. Excused absence...it is the responsibility of the student to check with each teacher and arrange for making up missed assignments. A student will have two days after the first day of absence and one more day for each day of absence to hand in the make-up work. Example: If students are absent one day, they have the day of their return and the next day to make up the missed assignments. If they are absent two days, they will have the day of their return and two more days to complete the missed assignments.
3. Pre-arranged excuses...are to be used when students know they will be absent for

family vacation, college visitations, doctor's appointments or other matters. Work must be done prior to the student being gone unless other arrangements have been made between the student and the teacher.

4. Absence due to In-school suspension...all work must be completed within the "excused absence guidelines". The student can not attain a grade of an "A" for missed work.

5. Teachers will grade accordingly for what the student hands in.

6. Absence due to out of school suspension ...all work must be completed within three days of their last suspension day to allow for quizzes and tests to be completed. The student can not attain a grade of an "A" for missed work. Teachers will grade accordingly for what the student hands in.

MEDICATIONS

All medications that need to be taken during the school day must be registered in the office and administered by the school nurse or other appropriate school personnel.

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Prescription medication must be in the original container with the name of the medication, dosage and times to be given and the physician's name on the label. In addition, there must be a written request from the parent or physician to give the medication as directed.

Over the Counter medication (aspirin, non-aspirin, throat lozenges, cough medications, etc.) must also be registered in the office, be in their original container and be accompanied by written parent instructions for administration.

MILITARY RECRUITERS

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the students' parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent or Guidance Counselor.

NATIONAL HONOR SOCIETY

Membership into NHS will be based on scholarship, leadership, character and service. Sophomores, Juniors and Seniors with a 94.0% cumulative grade point average are eligible for membership. Students will submit applications for membership. A committee of five classroom teachers and activity sponsors will review the applications to select new members. Application for membership does not guarantee selection into NHS. After selection, a student must continue to maintain a 94.0% cumulative grade point average, participate in at least 8 hours of community service each year, and uphold a high standard of leadership and character within the school and community in order to continue membership.

NON-DISCRIMINATION STATEMENT

The Amherst School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Amherst High School Principal.

Complaints or concerns involving discrimination or needs for accommodations or access should be addressed to the High School Principal. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri

64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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

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

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(2) Fax: (202) 690-7422; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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, weight and height of members of athletic teams. 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.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) gives 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 30 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.
3. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. 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.

ORGANIZATIONS

As indicated previously in this handbook, Amherst High School sponsors a number of organizations for students with special interests, besides, the classes, which are organized with officers. Organizations can be started for any interest if enough students express a desire for the activity and a sponsor can be found. Each student organization in the school will organize after sponsors have been assigned. Meetings will be held when requested by the sponsor. Permission must be secured from the office to facilitate scheduling. The school reserves the right to supervise, regulate and drop any school organization. A member of the organization may be dropped by a majority vote of the organization executive committee, sponsor(s) and an equal number of faculty members. Discipline is the same as in the classroom. Eligibility rules apply to all organizations.

OUTSIDE DRINKS/POP

Two liter bottles, 6 packs, 12 packs, cases, etc. are not to be brought into the school unless they are for a pre-approved classroom party and are under the supervision of a staff member. If a student is in the possession of the above stated without teacher permission, the student will be asked to remove the item(s) from the building. The second offense: the student will forfeit their right to the item(s) and have a 30 minute detention. EACH infraction after will be left up to administration discretion.

PARENTAL AND FAMILY ENGAGEMENT POLICY

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design

evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to,

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communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

PHONES (CELL), ELECTRONIC DEVICES, PSPS, GAMEBOYS, MP3S, IPODS, IPADS, ETC.

These electronic devices are left up to the individual teacher for use in the classroom. If a student is misusing a device, any employee of the district may take the cell phone to the office. If such device is brought to the office the below stated consequences will apply.

Consequences for misusing an electronic device in the classroom or during school hours:

1st Offense: Student receives a warning and student picks up device from office.

2nd Offense: Student receives a 30 minute detention, parent is notified, and student picks up device from office.

3rd Offense: Student receives a 30 minute detention, parent is notified, and parent must pick up device from office.

4th Offense: Student receives a 1 hour detention, parent is notified, device will be held in the office for 14 days. The parent(s) and student will have a contract for further cell phone infractions.

Some exceptions to the electronic devices may be made but it will have to be with special permission from the principal.

Other offenses may result in suspension.

Students will be allowed to use their cell phones during their assigned lunch. Students must be responsible and respectful with usage. If a student is causing problems or not being responsible and respectful with their phones, Administration reserves the right to remove the cell phone lunch privilege from any or all students.

PHOTOGRAPHY

Taking photos in any area such as a bathroom or locker-room will be an automatic out of school suspension, a minimum of 5 days, and up to an expulsion depending on the severity of the infraction.

POSTING AND DISTRIBUTION OF MATERIALS

Bulletins, displays, banners or signs to be posted in the building outside the regular classroom must be approved by the Principal. Notices should be removed as soon as the purpose of the notice is served. Posters should relate directly to school events or directly affect students at AHS in order to be

approved.

POWERADE/VENDING/MILK MACHINE

Students should not use the pop, Powerade, vending, or milk machine during class time. Before school, during passing periods, or after school is suggested. Students need to make sure the wrappers and bottles are disposed of properly or it could cause the loss of student use to the machines.

PROGRESS REPORTS

Teachers will prepare progress reports via Power School. Progress reports will be prepared for all students.

PROJECTS (ART, SHOP, CLASSROOM, ETC)

All projects that have some student cost to them must be paid before the project leaves the building. It is the student's responsibility to pay the bill.

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PROMOTION/RETENTION POLICY

A student will be retained only when there is sufficient evidence that the student repeating the class or grade will benefit from retention. Potential benefits from retention may include helping the child understand the benefits of good effort, the consequence of lack of effort while stressing the importance of working to one's potential ability. Seventh and eighth grade students will be expected to successfully complete four required courses each semester. Required courses are identified as English, Math, Science and Social Studies. A student who does not successfully complete six required courses will be considered for retention. In grades nine through twelve, students accrue hours to meet the graduation requirements. Any failing grade in a required course requires that the course be retaken.

PUBLIC DECENCY

Students who expose themselves or expose someone else (de-panting, pulling on clothing) with the intent to expose, will result in:

1st offense: 3-day in school suspension

2nd offense: 5-day out of school suspension

3rd offense: Will result in a suspension to expulsion.

PUBLIC DISPLAY OF AFFECTION

Signs of affection, such as walking with an arm around a girlfriend or boyfriend or in any way engaging in intimate behavior is out of place in the school. Students are expected to refrain from such exhibition at all times.

REPORT CARDS

The board of education requires the professional staff to devise and maintain a variety of reporting methods so that each parent may be apprised of the student's progress in the light of school goals.

SEMESTER TESTS

All 7-12 students will be required to take semester tests. Exceptions are at the administration's discretion.

SERVICE-LEARNING HOURS

Students in 11th and 12th grade will be allowed to arrange service learning hours with the

Guidance office to be added to their official transcripts. Arrangements and details will be arranged with the counselor's office on an individual student basis.

SPORTS/JUNIOR HIGH SPORTS/ELEMENTARY PLAYDAY

Activities that take place during school hours are for those students who are involved and their parents. These activities are scheduled during school time to work around the many various other after school activities. Students without any siblings will not be able to attend unless they are assigned to work the activity. A parent of a students who has a siblings participating will need sign that sibling out of the office in person before he/she will be allowed to attend one of these activities.

STUDENT AIDES AND RESPONSIBILITIES

Student aides are a valuable part of an educational experience for students that want to help teachers, students, and themselves. These students are in classrooms and the office and should be respectful and responsible. They should always have something to do and should always be where they are supposed to be. The student aides are to always check in with their teacher or substitute

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teacher and to be accountable for class times just like a regular period.

Consequences for poor behavior by a student aid:

1st Offense: Warning

2nd Offense: 30-minute detention and parent notified

3rd Offense: Loss of student aid responsibilities and registered back into a regular class.

If a student failed any semester or yearlong class, in the prior year, he/she is not eligible to become a student aid.

STUDENT DISCIPLINARY PROCEDURE-Policy 739 *Adopted by the Board of Education on August 12, 2019 Please note that this policy may override the current policies listed in this handbook.

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

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

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- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a

hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

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- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- 4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself,

or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions

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may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Administrative actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant.

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Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct may be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion may remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

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- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

If a student violates the dress code, the student will be asked to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

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

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for

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student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

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

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

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

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a
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- paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and may require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District encourages students to use electronic devices in a safe and constructive manner. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic

- photography, films, or depictions; or,
(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (3) Electronic devices may be used during the school day when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (2) Students are permitted to possess and use electronic devices during school hours provided that the student not commit any abusive use of the device (see paragraph (d) (1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds any time.
- (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

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d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate

in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of electronic devices shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

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

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device on the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

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

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property or at school activities shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after.
2. Students are expected to bring all books and necessary materials to class. This includes study halls.
3. Assignments for all classes are due as assigned by the teacher.
4. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
5. Students are to be in their seats and ready for class on the tardy bell.
6. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
7. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
8. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement

as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

STUDENT FEES

Eligible students can apply for various student fee waivers. Contact the school office for details and/or the forms required to utilize student waivers. Parents must fill out the required forms and turn them into the Superintendent's office for approval by August 31, 2018. Student fee waivers must fill out the required forms and turn them into the Superintendent's office for approval.

STUDENT FILES AND RECORDS

In compliance with Nebraska State Statute 79-4157, Amherst Public Schools provides access to individual student files to the student, his or her parents/guardians, teachers, counselors or school administration. No other person is given access to his or her files or are the contents divulged in any manner to an unauthorized person. All such files or records are maintained so that the academic and disciplinary matters are separated.

Amherst Public Schools also complies with the requirements of Public Law 90-247, title IV, Section 438, which directs that parents/guardians have the right to inspect and review their child's records and to challenge the contents and to file complaints concerning alleged failures by the school to comply with the Act. A complete student record policy including the right and privacy prerogatives and that of the inspection and review is available in the office of the superintendent.

STUDENT OPTION/WORK RELEASE

For students in their senior year working during school time may be granted by Administration on a case by case basis. Senior option is also allowed by a student's I.E.P. If a student is denied work release, they may appeal their reason to the Amherst Public Schools Board of Education at a regular Board meeting. Again, it is on a case by case decision by the Board of Education and Amherst Public Schools Administration on whether or not the student will be granted a senior option request.

STUDENT VISITORS

Visitors must obtain permission from the administration prior to the visit. Permission will be granted only through administration on a case by case basis.

SUBSTITUTE TEACHERS

They have a difficult task to perform in the absence of the regular teacher. Students are asked to give substitute teachers as much help as they can. In this way, classes will be effective and students will receive the maximum benefit. If a student misbehaves and is referred to the teacher or principal by the substitute, the teacher or principal will investigate and recommend further disciplinary action as indicated in the Secondary School Code of Conduct.

SURVEILLANCE CAMERAS

Surveillance cameras are located in various locations in and outside of the school building. These cameras are present to assist school officials in providing a safe learning environment for all students. Video from these cameras may be reviewed in the presence of a school official by parents of students being disciplined as a result of misconduct recorded and may be used as evidence in student hearings. Students should know that they have no expectation of privacy in those places where surveillance cameras are installed.

TARDINESS

To encourage punctual behavior, we ask that students arrive a few minutes early to school. Students tardy to school first period are to report to the office before going to class. For each tardy first hour a student will serve 30 minutes of detention. There are three minutes between classes. This should be ample time to pass from one class to the next. For every 3 tardies second hour through eighth hour students will serve 30 minutes after school. Teachers also have the right to assign additional detention time for tardies. After the first ten minutes of each

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class the student will be recorded as absent not tardy.

Intentionally being late for class is not acceptable behavior. "Intentionally" will be determined by the teacher and the principal. If the student is found to be intentionally late to class, the student will serve the time missed and be put on a behavior plan with that teacher.

TEACHER AUTHORITY

Any teacher has the authority and the responsibility to warn and/or correct students for misconduct anywhere in the building, on school grounds, or at school-sponsored functions at home or away. Students are expected to show respect for and cooperate with instructors in all situations.

TELEPHONE/OFFICE PHONE

The school telephones are for school business and should not be used for personal calls. The office will gladly cooperate with parents to give messages to students during school hours. Messages will be written down and given to the student. Students may be called to the telephone in cases of extreme importance. Students are not to be making phone calls from teacher rooms and are not to answer incoming phone calls to telephones in the classrooms. Exceptions can be made for classroom activities or phone calls that must be made with the classroom teacher present. Students may use the office phone with permission after school is dismissed, if necessary. Students should not use the office phone during or after school to change previously made ride-home arrangements.

TOBACCO

The use of tobacco is prohibited. The school has certain regulations to prohibit the use of or possession of tobacco. Tobacco means any tobacco product (including but not limited to cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

1. No student shall use or possess tobacco in the school buildings or on the school grounds or cars parked adjacent to the school grounds.
2. Students shall not use or possess tobacco at any school function or on class or group excursions, such as music contests, field trips and athletic events.

Students using or possessing tobacco in any form will result in the following actions:

1. Immediate suspension of three days on first offense, five days on second offense, and remainder of semester on third offense.
2. Parent conference before re-admittance on a second offense.

TORNADO DRILLS

Drills will be conducted at least once a year to prepare for a tornado warning. Students and teachers are notified that the warning for a tornado has been sounded. When this occurs, the teachers should assist in getting students to the designated "tornado shelter" area. Tornado routes are posted in each classroom.

TRANSFER/WITHDRAWAL

If the situation arises during the school year that a student will be withdrawing and transferring to another school, the administration should be contacted. Necessary suggestions will be made to have a successful transfer. Grades may be withheld pending payment of all school debts and obligations.