

**YORK MIDDLE SCHOOL**

**STUDENT-PARENT HANDBOOK**

**2016-2017**



**Our Mission**

York Public Schools will prepare each learner with the knowledge, skills and attitudes necessary to become an effective citizen by providing diversified curriculum and experiences.

**It is the policy of York Public Schools not to discriminate on the basis of gender, disability, race, color, religion, marital status, age, or national origin in its educational programs, administration, policies, employment, or other district programs.**

**York Middle School**  
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## York Public Schools Parent-Student Handbook 2016-2017 School Year

### Welcome

It is with great pleasure that we take this opportunity to welcome you to York Middle School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time while at YMS. On behalf of the staff we look forward to working with each of you and assisting you in your middle school career.

This handbook has been prepared to explain our rules and procedures. The rationale behind each rule and procedure is to create a **Safe, Respectful and Responsible** school atmosphere along with an intellectually challenging environment. Our goal is to nurture, motivate and inspire students to maximize their potential.

Please take a moment to familiarize yourself with this handbook and sign the forms, along with your parents, on the last page and return to the middle school office.

If you have any questions, please see your family advisor, teacher, administrators, or other staff members. They will be happy to answer your questions.

Best wishes for a successful school year.

Kenneth Loosvelt – Principal  
York Middle School

## **Foreword**

### **Section 1      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 York 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 and the educational program. 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.

**York Public Schools  
2016-2017**

August, 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<b>August</b>	8,9,10	STAFF MEETINGS & WORK DAYS
	11	School Begins - NOON DISMISSAL
<b>September</b>	5	LABOR DAY - NO SCHOOL
<b>October</b>	5,6,7	Parent/Teacher Conferences
	5	2 pm Dismissal - All Buildings PT Conf
	6	2 pm Dismissal - All Buildings PT Conf
	7	School at YHS Only due to PTC Format (No School for YES/YMS)
	10	NOSCHOOL
	14	YES/YHS Have School - YMS Hosts NAMELE Conf (No School)
	14	End of 1st Qtr (45 days)

January, 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<b>November</b>	23-25	THANKSGIVING BREAK
<b>December</b>	21	End of 2nd Qtr (45 days) - Christmas Break Begins
	22	FLEX WORKDAY FOR TEACHERS

February, 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

October, 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>January</b>	5	School Resumes - 2nd semester begins
	16	NO SCHOOL - Teacher In-Service Day
<b>February</b>	15,16,17	Parent/Teacher Conferences
	15	2 pm Dismissal - All Buildings PT Conf
	16	2 pm Dismissal - All Buildings PT Conf
	17 & 20	School at YHS Only due to PTC Format (No School for YES/YMS)

March, 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November, 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

<b>March</b>	2, 3, 6	NO SCHOOL - SPRING BREAK
	10	End of 3rd Qtr (43 days)

April, 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December, 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>May</b>	14	Graduation (Mothers' Day)
	17	End of 4th Qtr (46 days) Last Day = Noon Dismissal

**The first two SNOW DAYS will not be made up. After that, all snow days will be made up in May at the end of the school year. Teachers will have two work days after the last day with students in May.**

May, 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## **Article 1 – Mission and Goals**

### **Section 1 York Public Schools Mission Statement**

York Public Schools will prepare each learner with the knowledge, skills, and attitudes necessary to become an effective citizen by providing diversified curriculum and experiences.

#### **YMS Parent Group Mission Statement**

The mission of the YMS parent group is to be an advocate for the children in our school. Through the combined efforts of parents, administrators, teachers, support staff, and community, we will be one voice promoting academics, community involvement, extracurricular activities, and the welfare of all students.

#### **Student Family**

The Student Family program plays an important role in order for the student to be successful at York Middle School. We have 16 student families and student family advisors. Each student is assigned to a family upon arrival at YMS. Student Family will meet every day except on early dismissal days. Student Family attempts to form students into a smaller group of students to establish an identity of their own and works to promote a positive attitude for each student toward the academic and social experience at YMS. Social skills are taught, service programs are performed, and fun times with games are all a part of Student Family. Each Student Family has an advisor. The advisor is the school contact person for the parent. The advisor will monitor the progress of each of his/her members and is the one person the student can go to for advice and encouragement.

### **Section 2 Goals and Objectives**

The goals and objectives of the York Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across

subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

The York Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 4 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
  - Step 1. **Schedule a conference with the staff person most immediately or directly involved in the matter.**
  - Step 2. Address the concern to a Principal if the matter is not resolved at Step 1.
  - Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2
  - Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.
2. Conditions Applicable to All Levels of Complaint Procedure



All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

### **Article 2 - School Day**

**All YMS doors will be locked during school hours, 8:00 am – 3:13 pm. Anyone wishing to enter the building will need to access the buzzer system located at the main west entrance of YMS. This system will alert office staff. Once visitors have been identified and viewed through the video monitoring system, they will be allowed to enter.**

#### **Section 1 YMS Daily Schedule**

FAMILY	8:00am - 8:19am	5A	11:26am - 12:09pm
1	8:22am - 9:05am	5B	12:12pm - 12:55pm
2	9:08am - 9:51am	6	12:58pm - 1:41pm
3	9:54am - 10:37am	7	1:44pm - 2:27pm
4	10:40am - 11:23am	8	2:30pm - 3:13pm

#### **Section 2 Early Dismissal Schedule**

1	8:00am - 8:37am	5A	10:40am - 11:19am
2	8:40am - 9:17am	5B	11:22pm - 12:01pm
3	9:20am - 9:57am	6	12:04pm - 12:41pm
4	10:00am - 10:37am	7	12:44pm - 1:20pm
		8	1:23pm - 2:00pm

#### **Section 3 Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.**

Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

#### **Section 4      Closed Campus**

Students are expected to eat lunch in the school cafeteria. They must have written parent permission to go home and must sign out in the office.

#### **Section 5      Supervision Responsibility Before/After School**

##### **Arrival and Departure from School**

In the morning, students who enter the building may go directly to the commons area. Students will not be allowed to go to their lockers and other areas until 7:50 a.m. unless they are scheduled to meet with instructors. Reasonable conduct is expected at all times in all areas of the building. **NO FOOD OR DRINK** may be brought into the school without permission from the principal or supervising instructor.

The “milk product” vending machine located in the commons area will be available to students. Milk is not to leave the commons area for any reason.

Breakfast will be served from 7:25 a.m. – 8:00 a.m. For those students participating in the breakfast program, supervision will begin at 7:30 a.m. Students that are not eating breakfast should not arrive on campus prior to 7:50 a.m. Once students arrive on campus students are expected to sit in the commons area until the 7:50 a.m. bell. Once students arrive on campus they are expected to remain on campus.

Parent drop off and pick up of students will be done on the Delaware (west) side of the school. Please follow the sign which designates the flow of traffic. Bus drop off and pick up will be done on the Maine (east) side of the school.

Students who walk or ride their bikes to school may enter either side of the building. All bicycles are to be placed in the bike racks upon arrival and remain there until dismissal. Bikes should be walked to the bike racks and should not be ridden on school grounds. Students who do not adhere to safety rules will be asked to leave their bikes at home. It is recommended that bikes be licensed with the City of York. Students are encouraged to use bike locks at school.

Scooters, skateboards and roller blades or wheeled shoes are discouraged at school.

Students will be dismissed at the end of the last period of the school day except for unusual circumstances such as detention, etc. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Students are expected to immediately leave campus upon dismissal from school unless they are participating in a supervised extra-curricular activity or staying after school for detention, teacher help, etc.

**Students are not allowed to ‘hang-out’ in the hallways, classrooms, or commons after school.**

Certain days on the calendar, such as Wednesday early outs, are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### **Section 6 – After-School Clubs**

York Middle School will provide after school clubs on designated days throughout the school year. This program will provide a healthy snack, academic activities and community presenters. Students **MUST** be pre-registered in order to attend our after-school program. More specific information is available in the school office. Parents may enroll their child in the after-school clubs if their child needs supervision prior to an activities practice during an early out schedule.

### **Signing A Child In And Out Of School**

Students are required to sign in and/or out of school if they are entering after their first class begins or leaving prior to their final class. The sheet for signing in and/or out of school is located in the attendance office.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### **Emergency Closing Procedures**

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early.

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

### **Section 1      Visitors**

**All YMS doors will be locked during school hours, 8:00 am – 3:13 pm. Anyone wishing to enter the building will need to access the buzzer system located at the main west entrance of YMS. This system will alert office staff. Once visitors have been identified and viewed through the video monitoring system they will be allowed to enter.** All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's badge. Student visitors are discouraged. Visits by parents to classrooms should be scheduled with a principal in advance, in order to not disrupt the educational program, individual students, or create a safety concern. Students enrolled at the Enrichment Center should remain at the Enrichment Center unless they are attending York Middle School for a scheduled class or have pre-approval from a principal.

### **Section 2      Smoke-Free Environment**

#### **USE OF TOBACCO PRODUCTS**

**The use of tobacco products in buildings or vehicles owned or leased by YorkPublic Schools is prohibited.**

#### **Definition**

For the purpose of this policy “tobacco” is defined to include any tobacco product, including but not limited to

lighted or unlighted cigarettes, cigars, pipes, bidis, clove cigarettes, any other smoking products, alternative

nicotine products, tobacco product look-alikes, vapor products (such as e-cigarettes), both spit and spit-less tobacco (also known as smokeless dip, chew, snus or snuff), and any product intended to replicate tobacco products either by appearance or effect.

#### Tobacco Use Prohibited

No student, staff members, volunteer, or school visitor is permitted to smoke, inhale, dip, chew or use tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented or chartered by York Public Schools; or
- On school grounds, athletic grounds or parking lots.

No student, staff member, or volunteer is permitted to smoke, inhale, dip chew or use tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, other tobacco products, papers used to roll cigarettes, lighters or other paraphernalia at any time.

#### Tobacco Promotion Prohibited

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

### Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Price of new book
Damage beyond repair:	Price of new book
Broken back/rebinding:	\$5.00
Pages missing or torn:	Price of new book
Writing in a book that makes it unusable:	Price of new book
Ink writing in a book (if usable):	Half price of a new book

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

### Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students. These lockers lock automatically when closed and protect each individual's property. In the case of PE lockers, it's the student's responsibility to secure items with a padlock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

## **Section 5 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration. These searches may be conducted in conjunction with local law enforcement officials, drug sniffing dogs, or any other agency deemed appropriate.

If students bring their cell phone or other electronic communication devices to school, the students are consenting to the search of said devices by school staff when the staff determines that such a search is reasonably necessary.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances. This includes searching the contents of a cell phone.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 6 Video Surveillance**

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

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

## **Section 7 Use of Telephone**

USE OF THE OFFICE PHONE WILL BE ALLOWED WHEN NECESSARY. Use of the phone is not an excuse to be tardy to class.

## **Section 8 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

## **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

## **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to a Principal.

## **Section 12 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

## **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by a principal. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Section 15 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## Article 4 – Attendance

**Perfect Attendance** - We encourage every student to strive for perfect attendance. At the end of each Quarter, Perfect Attendance Awards will be given to students who have met the perfect attendance criteria. In order to qualify, students must be in attendance every class period of every day, with the exception of absences due to school related activities.

### Attendance Policy

Regular attendance is essential for promotion and success in your schoolwork. When an absence is necessary, it is the student's responsibility to contact his/her individual teachers for assignments missed during an absence. Whenever possible, students should make arrangements with their teachers for their assignments in advance of the absence. For extended absences, the office should be contacted and a meeting with the Attendance Committee scheduled.

Section 79-201 of the Nebraska School Laws states that "every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven, nor more than sixteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial school each day that such school is open and in session..." Punctual and regular attendance is important since absence from school is the greatest single cause of lack of achievement in school.

### Nebraska Statute 79-209.....

3. If the child is absent more than twenty days per year or the hourly equivalent and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person resides. If the child is absent more than twenty days per year or the hourly equivalent and any of such absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person resides on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

4. Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

**In order to participate in YMS's various activities, students must be in good standing in relation to attendance expectations.**

### Section 2 Absence Procedures

**A. Reporting** - Normal school hours for students are from 8:00 A.M. to 3:13 P.M. PARENTS SHOULD CALL THE SCHOOL OFFICE (362-6655 option #1) BETWEEN THE HOURS OF 7:30 A.M. AND 9:30 A.M. TO REPORT THE ABSENCE OF THEIR CHILD. In the event a call is not possible, a written note will be required. Students are encouraged to conduct personal business errands outside of school hours. Before reporting to any class after any absence, students must report to the Attendance Office to obtain an admit slip to class.

**Students must be in school for the entire day of a scheduled activity or performance in which the student is to participate.** If the student is absent any part of the school day, the student will not be allowed to participate in that activity or performance. Exceptions to this rule must be granted by either the principal or the activities director.



**B. Absences** - The parent/guardian will be notified when five (5) absences have occurred in the quarter or 8 in a semester. Notification will be sent by certified mail to the parent/guardian when the student records his/her ninth (9th) absence in a class or classes for a semester. When 9 absences have been recorded for a class or classes during the semester, exclusive of school sponsored absences, the student may lose credit for the class, be required to do the necessary work for satisfactory completion of the class, or attend summer school. Students will be limited to five (5) consecutive days of absences.

Students who exceed this limit may petition the Attendance Committee to request an extension. Hearing procedures and hearing request forms will be provided with the ninth absence mailing. Professional appointments (i.e., doctor, dentist, lawyer, etc.), funerals, court, counseling, or doctor verified illness, must be verified by WRITTEN verification. **Although these absences are verified, they still count towards the student's total number of absences.**

1. Excessive absence may result in detention(s), in-school, out-of school suspension **and/or a report filed with the county attorney, required by state law, Nebraska Statute 79-209**
2. Illness at school for which the student requests to go home must be verified by the school nurse or office personnel. The absence will count towards the student's total number of absences.
3. The Principal has the right to extend the number of allowable days absent due to hospitalization and/or extended illness verified with a doctor's statement or unique situations which warrant an extension of days.
4. All decisions made by the Attendance Committee may be appealed to the Superintendent.

**Attendance Committee** –The attendance committee will consist of the Principal, Guidance Counselor and at least two of the student's core teachers.

Excessive Absenteeism - Students who accumulate nine (9) absences in a semester shall be deemed to have "excessive absences." When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the student's attendance records.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the excessive absenteeism problem. If it is determined that services for the child and his or her family are needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

**C. Advance Notice** - If family circumstances dictate that a student might miss school in excess of the amount allowed by the attendance policy and this is known in advance, a request for an extension must be made to the Attendance Committee in advance of the absence.

**D. Tardies** – Any student who arrives late to school in the morning or to the first period after lunch must report to the attendance office for a tardy pass in order to be admitted to class. **When a student misses ten (10) minutes or less of a class period, he/she will be counted as tardy to that class. When a student is over ten (10) minutes late to a class, he/she will be counted as absent to class.** When a student is late arriving to school in the morning, he/she should report to the office for an admit slip to class. Such tardies are considered unexcused unless deemed reasonable by the principal. Whether the tardy is excused or not will depend on the reason for the tardy. Such reasons for tardies as “oversleeping” or “missing a ride” will be classified as unexcused. Tardy students are to bring notes from their parents; however, the note does not necessarily determine whether it will be excused.

The consequences for violating the tardy policy are as follows: **(There is no distinction between being tardy to school or tardy to class)**

- 1st tardy = notification from the administration and a reminder of the tardy policy
- 2nd tardy = notification from the administration and a reminder of the tardy policy
- 3rd tardy = notification from the administration and a reminder of the tardy policy
- 4<sup>th</sup>- 5<sup>th</sup> tardy = student will be assigned a noon detention
- 6<sup>th</sup>-7<sup>th</sup> tardy = student will be assigned 2 noon detentions
- 8<sup>th</sup>-9<sup>th</sup> tardy = student will be assigned 5 noon detentions

Any further tardies will result in more severe disciplinary action as assigned by the administration in addition to a conference with the parents.

### **Section 3 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher or team.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. For extended absences, the office should be contacted so that assignments may be prepared for the parent to pick up.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. However, the teacher or team may allow extended time for the student to complete the assignments.

### **Section 4 Attendance is Required to Participate in Activities**

Students must attend school each of the eight traditional class periods in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 5 Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause

an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Reporting Habitual Truancy. Students who accumulate twenty (20) absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

## **Article 5 - Scholastic Achievement**

### **Section 1      Grading System**

#### **Academic Excellence**

1. York Middle School exists to promote learning and academic excellence. The staff and administrator's goal is that all students achieve and learn in the classroom. The minimum passing grade is 70%. The grade level team will review the records of those students who do not meet this standard for a semester average.
2. YMS students are encouraged to participate in extra-curricular activities. While participating, students must maintain satisfactory effort in all classes. **In order to participate in YMS's various activities, students must be in good standing in relation to academic expectations.**

#### **GRADING SCALE**

**93% - 100% = A**

**86% - 92.99% = B**

**78% - 85.99% = C**

**70% - 77.99% = D**

**BELOW 70% = F**

Each teacher will define the grading procedures to be used in their classes.

#### **Honor Roll**

The criteria for **All "A" Honor Roll**, a YMS Student must have a GPA of 93% or higher with no grade below 93%.

The criteria for **Honor Roll**, a YMS Student must have a GPA of 93% or higher with no grade below 86%.

#### **6th Grade**

All 6th graders are automatically enrolled in English, Math, Physical Education, Reading, Appreciation of Literature, Math Discovery, Science, Economics and Civics. Students who qualify because of grades, class effort, and performance on State/National tests will be enrolled in an upper level course called STEM (Science, Technology, Engineering, Math). These students would then miss either Math Discovery or Appreciation of Literature for the semester they are enrolled in STEM. If parents do not wish for their child to be enrolled in the STEM course they need to notify the YMS Principal.

#### **Exploratory Requirements:**

All 6th grade students will be enrolled in an exploratory block (Keyboarding, Art, Family & Consumer

Science, and Industrial Technology) unless they are recommended for one quarter of an Intervention class.

**Music Requirements:**

All 6th grade students are required to take either band or choir to fulfill the 6th grade music requirement. These classes meet during the same class period and rotate every other day. This gives students an opportunity to take both band and choir if desired. If students do elect to take just one music course, they will be in study hall every other day. Students who need extra support in English, Math and Science may be given support during their study hall as recommended by their teacher.

All sixth grade students must choose one of the following options:

- Choir and Band (alternate with each other) full year
- Choir only (alternates with study hall) full year
- Band only (alternates with study hall) full year

**7<sup>th</sup> Grade**

**Required classes:** English, Social Studies/geography, Math, Physical Education/Health, Teen Literature, and Science. Students who qualify because of grades, class effort, and performance on State/National tests will be enrolled in an upper level course called STEM (Science, Technology, Engineering, Math). Students would fulfill their health requirements during the first semester and be placed in STEM for second semester. If parents do not wish for their child to be enrolled in the STEM course they need to notify the YMS principal.

**Exploratory Requirements:**

All 7th grade students are required to take 9 weeks of Computers. Students will also take Art, Family & Consumer Sciences, and Industrial Technology, unless they are recommended for one quarter of an Intervention class.

**Music Requirements:**

All 7th grade students are required to take either band or choir to fulfill the 7th grade music requirement. These classes meet during the same class period and rotate every other day. This gives students an opportunity to take both band and choir if desired. If students do elect to take just one music course, they will be in study hall every other day. Students who need extra support in English, Math and Science may be given support during their study hall as recommended by their teacher.

Students choose one of the following combinations to meet the music requirement:

- Choir and Band (alternate with each other) full year
- Choir only (alternates with study hall) full year
- Band only (alternates with study hall) full year

**8th Grade**

**Required Classes:** English, Social Studies/American History, Math, Physical Education/Health (Teen Living), Science

**Electives:**

A student must select six (6) semesters of Electives.

- Ag – 1 semester
- Band – full year, everyday - 2 semesters
- Choir – full year, meets M, W, F - 2 semesters  
(Alternates with Study Hall on T, Th or possibly Expressions on T, Th which is by audition.)
- Art - 1 semester
- FCS (Family and Consumer Science) - 1 semester
- Woods/Industrial Technology - 1 semester
- Information technology – 1 semester

- Web App & Programming – 1 semester
- Technology and Multi Media (By recommendation of 7th Grade teachers) – 2 semester
- Speech & Drama
- STEM (Science Technology Engineering Math) – 1 semester
- Strength and Conditioning – 1 Semester
- Office Assistant (By application) – 1 semester
- Success Aide (By approval of Success teacher) – 1 semester

Intervention class: Students who are recommended for intervention classes will forgo an elective choice.  
 NOTE: Exceptions may be made for students with special needs and/or who are enrolled in special programs.  
 Classes available are subject to change.

## **Section 2 Class Credit**

If a student does not receive credit in a class, the student may be required to do the necessary work for satisfactory completion of the class, or attend summer school.

## **Section 3 Promotion and Retention**

### **Promotion/Retention**

Middle School students may be retained when there is evidence that the student repeating the class or the grade will benefit from the retention. Potential benefits from retention may include, increased knowledge of subject matter, helping the child understand the necessity of good academic effort, the consequence of lack of effort, while stressing the importance of working to ones' ability level.

YMS students are enrolled in required core courses of English, Math, Reading, Social Studies, and Science as well as exploratory classes to further enhance their total educational opportunities. Core classes are considered to be the foundation classes: however, middle-level age students should be working to develop a broad knowledge base through all curriculum opportunities offered.

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

It is the responsibility of the teacher/team/administration to communicate with the student and parents the possibility of retention at the earliest signs of academic failure.

## **Section 4 Schedule Changes**

Generally, the accepted drop/add period of time is the initial two weeks of a semester or one week of the quarter. In all instances where students initiate requests to drop a course(s) after these periods of time, **all such requests must be approved by the middle school principal.**

It should be noted that every decision pertaining to dropping/adding courses after the initial two weeks of a semester would be made on the individual merits of the student request. Parent permission is required. The principal, teacher, and counselor will also take into consideration what is in the best interest of the student who is requesting the change.

Any student who withdraws from the school for any reason should check out through the Counselor's Office by completing a checkout sheet. By doing so, the transfer of credits and records will not be delayed.

## **Section 5 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

## **Section 6 Report Cards**

Report cards are issued at the end of each quarter. Percent grades are used to designate a student's progress. A grade below 70% (failing) carries no credit. A grade of "Inc" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

## **Section 7 Parent-Teacher Conferences**

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

## **Section 8 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 to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the

student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

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

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

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

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

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

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

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

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

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

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) 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.

(2) 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 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 for academic integrity offenses:

1. Academic Sanction. A principal will work with the instructor to determine a fair consequence for that special class.
2. Report to Parents and Administration. The school will notify the student’s parents or guardian.
3. Student Discipline Sanctions. A Principal may recommend sanctions in addition to those in the classroom, up to and including suspension or expulsion.

## **Article 6 - Support Services**

### **Section 1 Special Education Services**

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers.

Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent.

## **Section 2      Guidance Services**

York Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

## **Section 3      Health Services**

School health services are intended to support, not substitute health care by primary care providers, dentists, optometrists, or specialists. Nurses cannot diagnose but can assess an illness or injury. Communication between parent and school regarding a student's health is very important and will be kept confidential as directed by the family. Please notify the school nurse or office of any health related problems or concerns that the nurse should be aware of, or that may affect a student during school or activities.

## **Student Illness or Injury**

Illnesses that will require a student to be sent home are: Temperatures greater than 100° F, vomiting, live head lice, unexplained suspicious rashes or on the determination by school personnel when the student's condition prevents meaningful participation in the educational program, presents a health risk to the student or other students/staff, or when a medical consultation is warranted. A parent/guardian will be called when a student needs to be sent home. If the parent/guardian doesn't respond in a timely manner, emergency contacts will be notified. Please notify the school office when phone numbers for home or work change. The school nurse or designated staff will give aid for injuries/illness according to the American Academy of Pediatrics – Emergency Guidelines for Schools or as directed by the school nurse as needed.

With permission from an adult, the school may administer Acetaminophen to your student. The school has generic antibiotic ointment, band aids, lotion, generic chewable antacids, generic anti-itch lotion, petroleum jelly and ice packs. We will not supply cold/cough or seasonal allergy medications or compression wraps or slings.

### **Medication Administration**

Whenever possible your student should be provided medications by you outside of school hours. In the event it is necessary that your student takes medication at school, the parent/guardian must provide written consent. Forms are available under the health tab on the school website, or from the school office. Medication must be brought to the school by an adult, in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medication will not be accepted.

For a short time, the school nurse will administer other over the counter medications such as cold/seasonal allergy medications. A written consent is needed. Students should never carry any medications on them unless arranged with the school nurse or in the case of diagnosis of diabetes or asthma.

An adult must pick up any leftover medication at the end of the school year.

### **State Mandated Health Screenings**

Nebraska schools are required by the State of Nebraska to conduct routine health screenings. Students K-4, 7<sup>th</sup> and 10<sup>th</sup> grades will have screenings for distance vision, hearing and dental. Children in 1<sup>st</sup> and 3<sup>rd</sup> grade will also have near vision screenings. Height and weight are done in K-5, 7<sup>th</sup>, and 10<sup>th</sup> grades. Students who transfer from out of state are required to have vision, hearing, dental, height and weight in any grade. These screenings are to detect major vision, hearing or dental problems and not to substitute a visit to a medical doctor or dentist. The school nurse will contact you if it is determined your child needs further follow-up.

If parent/guardian wishes to refuse school health screening, parents/guardian must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child will be screened at school. Parents/guardians may waive the physical examination and visual evaluation requirements by submission of a written statement of objection to the school, but this option is not available for screening.

**Additional Indications for Screening:** If a student is new to district at any time, with no previous screening results available. If a student enters the Student Assistance Process, with no recent or current screening results available. If periodic screenings as specified by the student's Individualized Education Plan (IEP). If the school nurse has concerns, i.e. sudden weight loss/gain, change in stature or appearance; parent or teacher concerns; audiologist referral or unresolved concerns from the previous year.

### **Immunizations**

It is required by the State of Nebraska that all students meet the Immunization Rules and Regulations. A student who does not comply with the requirements will not be permitted to attend class except for students with appropriate documentation for medical or religious belief waivers. See the school nurse for further direction. Unimmunized students may be excluded from school in the event of a disease outbreak. It is an un-excused absence if the student is not allowed to come to school while obtaining the needed immunizations.

### **Birth Certificates**

It is required by the State of Nebraska that a student's certified birth certificate be provided upon enrollment. The birth certificate must be issued by the Bureau of Vital Statistics from the state in which the child was born and have the raised seal. There is a fee to order them and does take 7-10 days to arrive in the mail. If your child was born in Nebraska – the Nebraska Health and Human Services website has information on how to order on-line or by mail. If your child was born in another state you will have to contact them directly. A copy can be taken at school and the original certificate will be given back to you. The Nebraska site is [http://dhhs.ne.gov/publichealth/Pages/ced\\_bicert.aspx](http://dhhs.ne.gov/publichealth/Pages/ced_bicert.aspx)

### **Maturation Class**

Maturation Class will be provided to 4<sup>th</sup> and 5<sup>th</sup> grade students. You will be notified before the class and will be able to decline to have your student attend. Contact the school nurse if you have more questions or concerns.

### **Head Lice**

Students will be sent home for live head lice. The school nurse will discuss treatment plans with an adult and review how to prevent further problems. A student who is sent home from school for head lice will be excused for no more than two days. When the child returns to school after treatment the nurse will continue surveillance as necessary. Families are encouraged to report head lice to the school nurse.

### **Bedbugs**

Families are encouraged to notify the school nurse of bedbug outbreaks so that all is done to prevent spreading to school. If bedbugs are brought to school a follow-up and plan of care will be implemented.

### **Chronic (long term) Health Conditions**

It is imperative that students/families notify the school nurse of chronic health conditions such as Diabetes, Asthma, Severe Allergic Reactions, and Seizures etc. A health plan will need to be in place and communication to the teachers and staff who care for this child need to be informed. It is best for parents/guardians to make a plan to meet with teachers each semester to assure the school has a plan and follows what is directed by the parent/guardian. The school nurse will assist in customizing Individual Health Plans for your student and will need to update the plans each school year, or as the health of the student changes.

### **Several Allergy/Asthma Protocol**

Nebraska Department of Education requires schools to follow the protocol through Rule 59, Regulations for School Health and Safety (Title 92, NAC, Chapter 59). The protocol addresses life-threatening emergencies and is meant to prevent asthma or anaphylaxis deaths at school. The school's EpiPen® and Albuterol do not replace a child's own prescribed medications for asthma/allergy control and management. Parents are expected to ensure their children continue to have school-day access to MDI's, EpiPen®, etc. and to have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

### **Physicals**

Medical physicals by a doctor, nurse practitioner or physician assistant are required by the State of Nebraska in kindergarten, seventh grade and for transfer students from out of state. Vision exams by an optometrist are required in kindergarten and for transfer students from out of state.

Sports physicals are required by Nebraska School Activities Association prior to the first day of practice. Forms are available on the school website or in the school office.

**Concussion**

When a concussion is identified teachers, coaches, students and family will need to communicate a back to school plan and a participation plan. It is important for the family to notify the school so that protocols can be followed at school and at activities. The school nurse can do a basic assessment and make recommendations should a potential concussion incident arise, but follow-up and care must be done by the family with a physician.

**Summary of the School Immunization Rules and Regulations 2016-2017**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations  AND receive  1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm>  
(Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
**Updated 5/2015**

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may

be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065.

There is a fee per certificate.

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

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

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks as will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Section 4      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation for field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **PROCEDURES FOR DISCIPLINARY ACTIONS**

#### **Warnings**

The bus driver shall notify the student of unacceptable conduct. The student is expected to immediately and courteously follow directions of the driver.

The bus driver shall document an infraction when he/she feels it may endanger the safe or peaceful ride of other passengers. Documentation should include the date, the inappropriate behavior observed and the action taken. The incident shall be shared with parents by a personal contact or note when appropriate.

#### **Conferencing**

A conference is recommended when a student has received a second documented warning relating to inappropriate behavior violating the Bus Conduct Code. A Conference including building principal, transportation supervisor, driver, and student should be held.

#### **Suspensions, Exclusion and Appeal**

A student may be suspended from riding the bus. A short-term suspension (1 to 5 days) may occur at any level of an offense dependent on the severity of the infraction. The parents are then responsible to provide transportation for the student as long as the suspension is in force.

Repeated or severe infractions may result in a long-term suspension (6 to 19 days) or an exclusion which would exclude the student from riding the bus for the remainder of the semester or school year.

Parents of students who are suspended or excluded may request, in writing, a hearing with the administration.

**I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **BUS CONDUCT EXPECTATIONS**

The following expectations are developed by a committee of bus patrons, bus drivers, the transportation supervisor, and school administrators. They considered input of other patrons communicated via a survey sent to all bus patrons' homes. In addition, the committee reviewed existing conduct codes and alternatives used in other districts. This list is an accumulation of input and is recommended to guide bus students in conducting themselves in a safe and courteous manner.

1. The bus drivers' instructions must be followed at all times.
2. Students may not extend their arms or head out the bus window.
3. Students shall help keep the bus clean and sanitary.
4. Students shall be respectful and courteous toward the bus driver and other passengers.
5. Negative physical contact such as hitting, shoving, unnecessary conversation and distracting noises or motions are prohibited.
6. Each student shall have a seat on the bus. If necessary, the bus driver may assign the students seats. All students must be seated when the bus is in motion. Legs and arms should be within the seating area, not in the aisle.



7. All items shall be stored safely while on the bus.
8. Students must be silent at all railroad crossings.
9. Students shall be respectful of bus property and the property of other passengers.
10. Students may not open windows without permission from the driver.
11. Articles should not be thrown or extended out of the bus windows.
12. Notification of excusing a student from riding the bus for an evening, in which they rode the bus in the morning, must be submitted to the school for kindergarten through fifth grade students, and is requested of sixth through twelfth grade students. A written notice or phone call to the school is acceptable.
13. If another student is to come home on the bus with your child, a written request must be received and permission granted by the school when space is available. The school office should be notified in addition to the bus office.
14. Inappropriate language will not be allowed.

#### Boarding and Leaving the Bus

1. Students shall be on time when boarding the bus.
2. When walking to a bus stop students shall use a safe route and walk on the far left side of the road facing traffic.
3. While waiting for the bus, students must conduct themselves in an orderly manner, forming a line off the traveled portion of the road.
4. Students shall board the bus and take a seat quickly, quietly and safely. Students are encouraged to use the handrail when getting on and off the bus.
5. After boarding the bus, students shall remain quiet while the roll is being taken.
6. When the bus arrives at the Middle School, all high school and elementary students will remain on the bus until all buses have arrived. The students will then transfer to the bus, which will take them to their particular school. Middle School students are allowed to leave the bus and walk to the school after the bus arrives there in the morning.
7. High School students must board the bus at the High School in the afternoon. They will not be allowed to board the bus at the Middle School.
8. When students are being delivered to their home destinations they should cross the road twelve feet in front of the bus after making sure the street is clear of moving traffic.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product. For purposes of this policy, 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.

#### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.

5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## **Article 8 - Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

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

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

A. Short-Term Suspension: Students may be excluded by a 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:

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

The following process will apply to short-term suspensions:

1. A 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.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, a 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.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with a 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 participate in the conference.

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

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of a Principal. A notice will be given to the student and the parents/guardian when a 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.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred 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) the misconduct occurred 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) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. 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. The suspension pending hearing may be imposed 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.
3. 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.
4. 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.
5. 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.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order 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.

- D. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after- school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures.
- E. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- **Noon Detention**

- Noon detention will be held in a designated classroom or media center
- Students will report immediately to the assigned detention during their lunch time.
- Students are to bring a book to read or homework.
- Only the detention supervisor will dismiss students to eat.
- The student must meet behavior expectations during noon detention or they will be asked to return the following day.
- Students receiving an excessive amount of detentions may receive an in-school suspension or an out-of-school suspension and will be required to meet with the principal and their parents to develop a plan for improving behavior.

- **Before and After School Detention**

- Students should report to the designated detention area immediately following school.
- Students are to bring a book to read or homework.
- Only the detention supervisor or their designee will be allowed to dismiss the student.
- The student must meet behavior expectations during after school detention or they will be asked to return the following day.
- Students receiving an excessive amount of detentions may receive an in-school suspension or an out-of-school suspension and will be required to meet with the principal and their parents to develop a plan for improving behavior.

### **Section 3 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. **In order to participate in YMS's various activities, students must be in good standing in relation to behavior expectations.**

## EXPECTATIONS FOR APPROPRIATE STUDENT CONDUCT

Be Safe, Be Respectful, Be Responsible

### **Student Behavior**

It is impossible to list every situation in the student handbook, so administrators and teachers reserve the right to make decisions about behavior not listed here. In an attempt to clearly define; **Be Safe, Be Respectful, Be Responsible**, we have listed expected behaviors in specific situations. These guidelines apply in the classroom, in the school building, on school grounds, in attendance at all school functions, and on school buses. If questions arise, please feel free to ask our staff.

### **Classrooms**

1. Report to class on time with the necessary materials.
2. Respect the rights of other students by not interfering with their opportunity to learn.
3. Keep your materials (desk, books, tools, etc.) in good condition.
4. Clean up your area before you leave the room.
5. Follow the other directions and specific rules or instructions of the teacher, para professional, student teacher, substitute teacher or supervisor.

### **Halls**

1. Students should walk, not run, in the halls.
2. Keep conversation at a moderate level.
3. Keep the traffic to the right.
4. Use the doors carefully. Be careful of others on the opposite side.
5. Keep hallways free of paper and other litter.
6. No horsing around – pushing, tripping, fighting, etc.
7. No marking on or damaging walls or other school property.

### **Locker Areas**

1. Only use your own locker.
2. Treat the locker carefully; do not slam doors or damage the locker in any way. Students are responsible for any damage to their lockers.
3. Students should strive to keep lockers organized and well kept.
4. Before check-out at the end of the year lockers should be clean and free of tape.

### **Cafeteria/Commons**

1. Students are expected to eat lunch in the school cafeteria. They must have written parent permission to go home and must sign out in the office.
2. Walk into the cafeteria and take your place at a table. Noon supervisors will dismiss students by table to the serving line.
3. Do not crowd or save places for other students.
4. Keep conversations at a moderate level.
5. Cooperate with cooks and noon supervisors. Repeated lack of cooperation with cafeteria rules may result in the student being removed from the cafeteria.
6. Eat the food served or leave it on your plate.
7. Leave other people's food alone.
8. Clean up after you eat and return your tray. Stack trays in order.
9. Return to your seat and remain seated until the lunch room supervisor directs you to the recess area.
10. Do not leave the lunch room unless you have received permission from the lunch room supervisor.

## **Buses**

1. Cooperate with bus rules and drivers at all times. Failure to do so may result in the student being suspended from bus privileges.

## **Campus Area**

1. Walk bikes and carry roller blades and skateboards while on campus.
2. **“Roller shoes” are not permitted on school grounds or inside the school. Rollers will be confiscated and returned upon parent retrieval.**
3. Don't throw harmful objects (acorns, rocks, snowballs, etc.)
4. Stay in the authorized areas. Do not leave the grounds without permission from the office.
5. Keep grounds free of paper and other litter.
6. Don't fight. If you have differences of opinion, talk them out rather than fighting over them.
7. Discourage fighting by others by calling it to the attention of a supervisor and by not paying attention to it yourself.  
**\*Are you an instigator or a peacemaker?**
8. Select safe games to play and include other interested students who wish to participate.

## **Juice/Milk Machine Rules**

1. Opened juice/milk will not be taken from the commons area. The only exception to this will be on Family Food Days. Classrooms, hallways, the gym, etc. are off limit areas! After school, students will be permitted to buy juice/milk and take it off of the campus as long as empty containers are properly disposed of.
2. No juice/milk items will be stored in the student's locker. No pop is allowed in school including the lunch room.
3. Any spilled drinks must be cleaned up by the student who had the accident.
4. The juice/milk machine will be open for use after athletic practices. Any containers left around or messes that occur during this time will cause a loss of this privilege.
5. The juice machine will be closed one half hour before and after both breakfast and lunch.
6. Teachers will use their professional judgment on whether to allow juice/milk/water in their classrooms.

## **Commons Area Rules**

1. Keep the area clean. Do not leave paper or wrappers behind.
2. No “horsing around”.
3. Remain seated while in attendance.
4. You must have a PASS from the study hall teacher.
5. You cannot use the commons area if you are failing in a class.
6. The commons area may be closed if students are not being ‘Safe’, Respectful, or ‘Responsible’.

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, 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 those students riding York Public Schools buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

## **B. 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 at York Public Schools 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 or any material that is sheer or lightweight enough to be seen through, or otherwise of an inappropriate size and fit so as to be too tight, revealing or drag on the ground.
  - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - c. 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).
  - d. Head wear including hats, caps, bandannas, and scarves;
  - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar content.
  - f. 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 a 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 a Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in a Principal’s office.

Teachers shall follow the guidelines below when establishing requirements for nonspecialized attire to be worn for the specified courses. All requirements should be consistent with meeting the health, safety and instructional needs of the course. The District will provide or make available to students such safety equipment and attire as may be required by law specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical-physical classes that involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed. Color and brand of the attire should not generally be criteria for appropriateness. Students in violation of the dress code are subject to consequences.

(2) Electronic Devices

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

b. Definitions. “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.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during school hours, except as otherwise provided by this policy.

(2) Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time 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).

(4) 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).

d. Violations

(1) 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; or (f) 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) Electronic devices 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) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and a principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student personally comes to the school's main office and retrieves the electronic device at the time the student is leaving school for the day.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a half hour detention, and a conference between the student and the student's parent/guardian and a school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a one hour detention, and a conference between the student and his/her parent/guardian and a principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

d. Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of 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.

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

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

defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, sexual orientation or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to anyone of the following: Family Advisor, teacher, Principal, guidance counselor, support staff or file a bullying report so the problem can be addressed.

(4) **Cyber bullying:** Cyber bullying is using the Internet or other devices to send or post harmful or cruel text or images to bully others. Cyber bullying can take the form of the message on e-mail or instant message or a social networking site from someone who is threatening to hurt you. The following is a list of common types of cyber bullying:

- Harassment – sending nasty, mean, or insulting messages
- Flaming – online fights using electronic messages with angry and vulgar language.
- Denigration – sending or posting gossip or rumors about a person to damage his/her reputation.
- Impersonation – pretending to be someone else and sending or posting material to get that person in trouble or danger.
- Outing – sharing someone's secret or embarrassing information or images online.
- Trickery – tricking someone into revealing secrets or embarrassing information and sharing it online.

If you feel you have been bullied, harassed or threatened online contact the YMS Guidance Counselor or YMS Principal

### **What to Do About Bullying Ha Ha So Strategies**

**H (Help)** Get help from an adult, friend, peer.

**A (Assert Yourself)** Make assertive statements addressing your feelings.

**H (Humor)** Use humor to de-escalate a situation.

**A (Avoid)** Walk away or avoid certain places to avoid bullying situations.

**S (Self-Talk)** Use positive self-talk to maintain positive self-esteem.

**O (Own It)** "Own" the put down in order to diffuse it.

**YMS students are expected to treat everyone in a Safe, Respectful, and Responsible manner. All students are encouraged to report bullying whether they are victim or the witness of such activity.**

- (4) **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 consequences for IPDA:

- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Food and drink may be allowed in school at the discretion of the teacher, Family Advisor, Team or administration. Teachers have the authority to allow food and drink in their classroom for special occasions. Teachers and administrators have the right to confiscate any food or drink that may create a disruption in the building.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. 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.
  - f. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  - g. 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.
  - h. All York Public School students are expected to follow all state and local laws regarding the operation of all motor vehicles on or near the school property. The school speed limit is 15 MPH. Students of the legal age, who elect to drive to school, are to park **ONLY** in the west lot. Parking in the west lot is also reserved for visitors. Students who abuse parking and driving privileges are subject to consequences.
- (6) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
    - (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to all staff and students who have agreed to act in a responsible manner. If parents **DO NOT** want their students to access the network, they must sign a form stating such. Access for all staff and students is a privilege and not a right.
    - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
    - (iii) 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.
    - (iv) 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 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.

- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network,

Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) the rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements:

Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment. At the present time, parents and students are required to fill out a form if they DO NOT wish to have access to the network.

(7) Risks of Twitter, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook, Twitter and similar social networking sites. All such sites are filtered out at school and there is no access to them on the network.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Social Media may affect you years later.



What you say now on Social Networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Social Networks.

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile is public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger.

We urge all students to following these common sense guidelines.

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

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

## Article 9 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

The York Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

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

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

The Coordinator may be contacted at: 1715 N. Delaware Ave. York NE 68647 - (402) 362-6655, option #4.

### Section 3 Anti-discrimination & Harassment Policy

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

#### Preventing Harassment and Discrimination of Students.

Purpose: York Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the York Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

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

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

## **Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

## **Section 6 Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an

administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

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

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

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

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

#### NOTICE CONCERNING DIRECTORY INFORMATION

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

#### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Notice Concerning Designation of Law Enforcement Unit:

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

**Section 7 Notice Concerning Disclosure of Student Recruiting Information**

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

**Section 8 Notice Concerning Staff Qualifications**

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**Section 9 Student Privacy Protection Policy**

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

Publication of Student Pictures: York Public Schools is very fortunate to have tremendous coverage of our activities and events from local media. We also utilize our website and social media outlets such as Facebook and Twitter to publicize the great things our teachers and students do throughout the year. If you do not want your child's picture to be published as indicated during the 2016-17 school year, please submit your request in writing to your child's school office by August 31, 2016.

Parent Denial of Internet Access: York Public Schools considers use of the Internet for educational purposes to be an extension of the media center and, therefore, covered by the Library Bill of Rights. As such, the Internet provides access to numerous additional sources of information to which our libraries subscribe as well as a vast amount of information in the public domain. Use of the Internet for information and research has become an acceptable practice and far outweighs its disadvantages. The school district has in place a policy and procedures for dealing with the acceptable use of this source. In addition, the district uses filtering software on all its computers. This being understood, you as a parent or guardian may still choose to deny your child access to the Internet and, therefore, the use of these sources. As parents of or legal guardian, to deny permission for your son or daughter to access networked computer services such as electronic mail and the Internet for the 2016-2017 school year, you must submit a written request to the school's office. This written request denying your student access to the Internet must be submitted no later than August 31, 2016.

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

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

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

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

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

subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).



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

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

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

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

## **Section 10 Parental Involvement Policies**

### **A. General - Parental/Community Involvement in Schools:**

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.

10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

**B. Title I Parental Involvement Policy:**

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

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

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

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

**Policy Involvement:** Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model

approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

## **Section 11 Homeless Students Policy**

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

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

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in

which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

## **Section 12 Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

**The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)**

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

**Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).**

**USDA is an equal opportunity provider and employer.**

**As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.**

**A Point of Sale (POS) software system is used for the school lunch program. Please note the following information:**

- Each student will have his/her own individual Student Account.
- Each student has an individual account number, which Middle and High School students should memorize. Elementary students will be given a card with their number that will be scanned.
- Separate checks will need to be written for students at separate schools. To insure credit to the proper account, the student's lunch account number should accompany the check.
- One check can be written if students attend the same school and the amount to be deposited in each account is specified along with each student's account number. Please make checks to "York Public School Lunch".
- If sending cash with a student, place in a sealed envelope along with the student's name and lunch account number. We are not responsible for lost, unidentified, or stolen cash.
- Money from another student's account (including siblings) may be not used. If money needs to be transferred from one sibling's account to another, then a note or phone call from home is needed.
- Students must have money deposited in their lunch account in order to purchase extra entrees, a la carte items, or extra milk regardless of eligibility status (Paid, Free, Reduced).
- We cannot make change for cash at the schools so please utilize the lunch account for all purchases.

**The policy will be enforced with Middle and High School Students as follows:**

- **The lunch room computer will give the cashier a "low balance" warning whenever a student's individual account is \$5.00 or below.**
- **Balance Below \$5.00: Students are told the account balance is low and they need to bring money.**
- **Students will not be able to charge a lunch when their account is below NEGATIVE \$15.00.**
- It is the student's responsibility to inform parents when the account is getting low. Both verbal and written reminders will be provided to students when the account is low.\*
- Parents and/or students can check their account balance by calling the Food Service Office or by checking Infinite Campus on the YPS website at [www.yorkpublic.org](http://www.yorkpublic.org).
- Please keep in mind that extra entrees and a la carte items can only be purchased if funds are available in individual accounts.

***\*The same policy as above will be enforced at the Elementary School. The only addition will be that students that have a balance below zero will receive a hand stamp as they come through the line. This stamp is to be a reminder to the student and the parents that they need to deposit lunch money.***

**Outside Food and Beverage Policy:**

The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student's breakfast or lunch meal to be consumed in the cafeteria. Students may bring a prepared meal from home and eat it in the cafeteria.

## STUDENT FEES

The Board of Education of York Public Schools, York, Nebraska adopts the following student fee policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The York Public School District's general policy is to provide for the free instruction of all students in school in accordance with the Nebraska Constitution. This, in general, means that the District's policy is to provide free instruction for courses that are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. Such charges or fees may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside of this policy. This policy does not apply to tuition payments by nonresident students.

### **Definitions**

For the purposes of this policy, the following definitions apply:

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

### **Items For Which Students May Be Charged**

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

- Participation in extracurricular activities, including extracurricular music courses;
- Admission fees and transportation charges for spectators attending extracurricular activities;
- Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
- Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
- Copies of student files or records as allowed by state statute;
- Reimbursement to the district for property lost or damaged by the student;
- Before-and-after-school or pre-kindergarten services in accordance with state statute;
- Summer school or night school; and
- Parking; and
- Breakfast and lunch programs.

### **Materials Required for Course Projects**

Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

### **Music Course Materials**

Students will be required to furnish musical instruments for participation in optional music courses. Students qualifying for free or reduced-price lunches, if they request a waiver, shall be provided with a musical instrument of the District's choice from the District's own supply of instruments. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or to pay a reasonable usage cost for such equipment or attire.



## **Extracurricular Activities**

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or to pay a reasonable usage cost for such equipment or attire.

## **Fee Waivers**

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

- Fees and specialized equipment and specialized attire required for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

**Non-required offerings (ex: John Baylor ACT Prep) do not qualify for a Fee Waiver.**

## **Student Fee Fund**

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

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

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

## **Student Fee Regulations Published Annually**

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

- Any non-specialized attire required for specified courses and activities;
- Any personal or consumable items a student will be required to furnish for participation in extracurricular activities;
- Any specialized equipment or attire which a student will be required to provide for any extracurricular activity;
- Any fees required from a student for participation in any extracurricular activity;
- Any fees required for postsecondary education costs;
- Any fees required for transportation costs pursuant to sections 79-241, 79-605, and 79-611;
- Any fees required for copies of student files or records pursuant to section 79-2,104;
- Any fees required for participation in before-and-after school or pre-kindergarten services offered pursuant to section 79-1104;
- Any fees required for participation in summer school or night school;
- Any fees required for parking;
- Any fees for breakfast and lunch programs;
- The waiver policy pursuant to section 79-2,133.

### **Other Related Student Fee Policies and Regulations**

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

- All fees to be collected within the areas listed in paragraph five of this policy;
- Any other types of specialized equipment or attire to be provided by all students within the areas listed in paragraph five of this policy;
- Procedures and forms for students or parent/guardians to use in applying for waivers under this policy;
- Deadlines for waivers for all types of fees;
- Procedures (to avoid the direct handling of fees) for students receiving postsecondary credits;
- Procedures for handling of fees related to summer school or night school;
- Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy JCEA, Student Grievances.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

**Legal Reference:** Neb. Constitution, Article VII, Section 1  
Neb. Statute 79-215 (tuition)  
79-241 (option student busing) 79-605 (nonresident busing)  
79-611 (transportation fees)  
79-734 (books, equipment and supplies) 79-2,104 (student files)  
79-2,125 to 2,134 (student fees law)  
79-1104 (before-and-after-school services)  
79-1106 to 1108 (learners with high ability)

## STUDENT FEE WAIVER PROCEDURES

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

Waivers must be requested prior to the following waiver deadlines:

- **Extracurricular Activity Specialized Equipment or Attire:** Prior to the first practice or the beginning of tryouts for that activity. (The District is not required to provide for the use of any particular type of equipment or attire. The participating student will be required to provide equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (choir, show choir and the like) uniforms and outfits, along with T-shirts that are part of the District's approved uniform and the like for teams or band members. A student who qualifies for a fee waiver for specialized equipment or attire will be provided with a comparable uniform or outfit, however that uniform or outfit purchased by the school district on behalf of the student will remain the property of the District. The cost of maintaining any equipment or attire, including uniforms or outfits, which the student purchases or uses exclusively, shall be the responsibility of the participating student.)

Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make application on the form provided by the school district. Applications may be made at any time before the beginning of the first activity or performance of the school year, prior to practice or tryouts of a specific activity or prior to the beginning of an activity season according to the fee waiver guidelines, but each fee waiver application must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

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

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

### SHARING INFORMATION/STUDENT FEE WAIVER APPLICATION

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

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

PLEASE PRINT:

Date Completed: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student Name(s)	School Attending	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Parent or Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Specific fees, equipment, or attire to which this waiver applies: (Identify each specific activity for which this application is being made) **Only required project fees will be waived, such as Industrial Arts required projects, etc. Non-required projects include, but are not limited to: Cheerleading, Dukes & Duchesses, Flag Squad, Dukettes, etc.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COURSE PROJECT PURCHASE FORM

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT.

### PLEASE PRINT

To Be Completed By The Instructor:

Course: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Project: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_

I \_\_\_\_\_ agree to purchase this project and/or all projects

Student's Name

materials following the project's expected completion date.

Student's Signature: \_\_\_\_\_

I permit my student to purchase this project and/or all project materials following the project's expected completion date.

Parent/Guardian's Signature: \_\_\_\_\_

Approved 6/23/2014

Reviewed 6/23/2014

Revised 6/23/2014

## STUDENT FEE ASSESSMENTS

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under District waiver guidelines, however, not all fees, charges or fines are eligible for a waiver. The student fee policy and guidelines will be published annually in the student handbook.

**Participation in Co-curricular and Extra-curricular Organizations and Activities:**  
All students are encouraged to participate in co-curricular and extra-curricular organizations and activities. However, to be considered a participant in any organization or activity, a student must be actively involved in the events sponsored by the organization or activity including any and all fund raising activities of that organization or activity. Failure to be an active participant in an organization's activity's fund raising project would indicate that the student is not an actual member in good standing in that organization or activity.

### **Trips:**

**Field Trips:** (trips that are part of, or an extension of, an actual class) No charge to students.

(Classes may attempt fund raising activities or solicit donations to help fund field trips with board approval)

Field Trips require administrative and board approval.

**Extra-curricular trips:** Actual registration, meals, lodging and transportation costs will be assessed students. (Organizations may attempt fund raising activities or solicit donations to help fund field trips with board approval)

Extra-curricular trips require administrative and board approval.

**"Other Trips":** (In this category the district is referring to any type of trip that takes students and staff to an event in state or out of state that is not an actual part of the mission or objectives of the district's curricular programs. For example:

Close-up, Band, Vocal Music, Honor Choirs, Spanish Club, National FFA (if the students have not qualified to compete or receive a national award, etc.) among other types of trips). All actual costs related to the trip will be the responsibility of the student and sponsor including such costs as; registration, meals, entertainment, transportation, lodging, and the cost of providing a teacher(s) as sponsor (if the trip occurs during the teacher's actual contracted days at their per diem rate of pay). (Organizations may attempt fund raising activities or solicit donations to help fund these trips with board approval)

All "Other" Trips require administrative and board approval.

ACTIVITY	<u>FEE (fees listed are maximums)</u>
Lunch	YES: \$2.65 YMS: \$2.75 YHS: \$2.75
Breakfast	All Buildings \$1.40
Milk Break	YES: Semester \$26 / All Year \$52
Game Admission Fees:	
Activity Tickets	K-8   \$40.00 per student 9-12   \$40.00 per student
Varsity Games	\$5.00 per student/per event
J.V. Games Only	\$5.00 per student/per event
9th and 1Qth Games	\$5.00 per student/per event
Middle School Games	\$5.00 per student/per event
Tournaments (York Public Schools)	\$5.00 per session
YMS Musical, Concerts and Plays	\$5.00 per session
YHS Concerts, Musicals, Plays, Performances	\$5.00 per session
YES Musicals Concerts, Plays, Performances	\$5.00 per session
School Dances	\$8/single \$11/couple/per event
Junior-Senior Prom	\$50 per junior / seniors \$30
FFA	\$30.00
FCCLA	\$30.00
Skills USA	\$25.00
DECA	\$30.00
FBLA	\$22.00
Art Club	\$20.00
Cap, Gown and Tassel Rental (Graduation)	\$40.00
Meal charge for field trips	\$10.00
Class Dues;	
9th grade	\$10.00
1Qth grade	\$20.00
11th grade	\$50.00 or sales
12th grade	\$20.00
Band Uniform Cleaning	\$30.00
Choir Robe Cleaning	\$20.00
All Sports Banquet	\$20.00
Madrigal	\$20.00
Fine Arts Banquet	\$20.00

Before and After School Daycare Program	\$3.50 per hour
Summer School (Driver Education)	\$275.00
	\$325.00 (non-resident)

Transportation for spectators to attend an out of town event: \$10.00 per student  
Transportation for nonresident students Actual cost per mile  
Transportation for enrollment option students Actual cost per mile

Copies of Student Records or Files  
15 cents per page after the first copy has been provided. \$1.00 per each additional transcript after the first two have been sent after graduation.

Fees for lost or damaged property  
Replacement cost prorated according to age and previous use of the item.

Student Accident Insurance required for athletic participation:

School Time K-8 (if required by district)	\$60.00
School Time 9-12 (if required by district)	\$60.00
Around the Clock K-12 (if required)	\$245.00
Football Grades 9-12 (if required)	\$395.00
Athletic Physicals (if required by district)	\$65.00
Any and all costs for postsecondary education	\$ all related costs



## GENERAL ATTIRE REQUIREMENTS

Teachers shall follow the guidelines below when establishing requirements for non-specialized attire to be worn for the specified courses. All requirements should be consistent with meeting the health, safety and instructional needs of the course. The District will provide or make available to students such safety equipment and attire as may be required by law specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical-physical classes that involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed. Color and brand of the attire should not generally be criteria for appropriateness.

<u>Class</u>	<u>Attire Requirement</u>
Physical Education	All students: T-shirt, tennis shoes, sport socks and gym shorts Middle School and High School Boys: Athletic supporter Middle School and High School Girls: Sports Bra
Industrial Technology, Mechanics Vocational Agriculture, Welding	In workshop areas: Long pants or denim jeans, steel toed shoes or steel toe attachments, long-sleeved shirts

## REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced-price meals are eligible to apply for waivers under school policy, however, any item provided by the District under the fee waiver program will be chosen or approved by the District and remains the property of the District.

<b><u>Activity</u></b>	<b><u>Description</u></b>
Golf	Golf clubs, golf bag, golf shoes (if specialized)
Track	Track shoes (if specialized)
Tennis	Racket
Show Choir	Performance Outfit (one outfit)
Wrestling	Wrestling shoes (if specialized)
Football	Football shoes (if specialized)
Soccer	Soccer Shoes (if specialized)
Marching Band	Shoes (if specialized)
Basketball	Shoes (if specialized)
Volleyball	Shoes (if specialized)
Cross Country	Shoes (if specialized)

Approved 6/22/2015

Reviewed 6/22/2015

Revised 6/22/2015

## RECOMMENDED PERSONAL OR CONSUMABLE ITEMS

Teachers may recommend that students supply various personal or consumable items for use in school. The following list provides an example of the types of items that may be considered personal or consumable. Teachers shall furnish the building principal with a list of all items that students may want to acquire prior to the beginning of the school year. This will allow students and parents time to purchase them if they choose to. Whenever possible, only generic items should be recommended, avoiding reference to specific brands, colors or styles.

### **A sample list of items teachers recommend that students bring to school.**

Pencils	Scissors (Fiskars preferred)
Colored pencils	Elmer's Glue (other types may create usage difficulties)
Pens	White Out
Paper	Highlighters
Graph paper	Compass
Tablets	Protractor
Notebooks	Calculator
Activity calendars	Blank computer disks
Organizers	Blank C.D., audio or video tapes
Planners	Reeds for musical instruments
Crayons	Make-up kits for drama
Markers	
Erasers	

## BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as 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 his or her designee, or at school sponsored activities or school sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

This policy shall be reviewed annually.

Legal Reference: Neb. Statute 79-254 et seq. (Student Discipline Act)

Cross Reference: 505 Student Discipline

## DATING VIOLENCE PREVENTION

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

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

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

This policy shall be published in the student handbook.

Legal Reference:                   Neb. Statute 79-2,141

## PARENTAL INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Reasonable advance requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

The district will leave substantive decision making processes to the professional staff, administration and board of education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parent would wish to provide to the school district concerning a parent's

access, involvement, and participation in all activities of the school as it relates to the students in the district.

The parent or guardian of a student may have access to that student's records during normal business hours of the district according to Policy JRA/507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533  
No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference:	507.01	Student Records Access
	606.03	Objection to Instructional Materials
	611.01	Student Progress Reports
	611.04	Parent Conferences
	1002.	District Annual Report
	1005.01	Public Complaints

To: Staff and Parents of York Public Schools  
From: Mike Lucas, Superintendent of Schools  
Re: Weather Related Emergency School Closing Procedures  
Date: 2016-2017

In case of a weather emergency, we will follow the same procedure that has been in practice in the past years. That procedure is as follows:

1. Radio Station KOOL-FM (103.5), AM (1370), and KTMX-FM (104.9) will again serve as our primary source for dispensing "school closing information". They are both 24 hour stations.
2. If severe weather necessitates an early dismissal, a school cancellation, or information concerning school buses, it will be broadcast on KAWL and KTMX.
3. Bus drivers are instructed to use good judgment in determining whether a road is passable. Drivers will notify parents where children can be loaded if a specific road cannot be traveled. Buses will travel the regular routes and maintain a time schedule consistent with the conditions of the roads.
4. "Duke Alerts" will be sent and information will be posted on our website at [www.yorkpublic.org](http://www.yorkpublic.org), on our Facebook page at York Public Schools and on Twitter at @YorkDukePower (#yorkdukes). Please sign up for Duke Alerts on our website and connect with us on Social Media.

**FILE: EBBDA     POLICY ON SCHOOL DISMISSAL FOR INCLEMENT WEATHER**

The York Public Schools will be closed, when in the determination of the Superintendent of Schools or his/her designee, the weather conditions constitute a hazard for students going to or from school.

When regular morning school bus routes cannot be run due to road conditions, yet travel in town is not seriously hampered, school may remain open. When possible a "limited service" bus route shall be run anytime school remains open and it is not possible to run regular routes.

The starting time of the morning session may be delayed when necessary.

When, during the school day and while school is in session, it is necessary to send bus pupils home early, school may be dismissed for all students.

**ADMINISTRATIVE PROCEDURES ON SCHOOL DISMISSAL FOR INCLEMENT WEATHER**

When school is not held or is dismissed early due to poor weather conditions, notification will be placed on the York radio station and any other such means as the superintendent may deem necessary and feasible.

When it is necessary to dismiss school due to inclement weather after the school day has started, all students should be accounted for in their homeroom by their homeroom teachers. Bus students should be dismissed first. Teachers shall be responsible for their assigned students. Before dismissing elementary town students, the teachers shall not let any student who has been transported to school go home without contacting their parents, unless they are sure other arrangements have been made. Students who have walked to school may be allowed to walk home if the teacher feels the weather does not present a hazard. Teachers will be dismissed when all of their students have been accounted for.



**YORK PUBLIC SCHOOLS**  
**OFFICE OF THE SUPERINTENDENT**  
1715 North Delaware Avenue  
York, NE 68467

To: Parents of Children Enrolling for the First Time in York Public Schools  
From: Mike Lucas, Superintendent  
Re: Missing Children Identification Act  
Date: August, 2016

The Nebraska Unicameral passed a bill called "The Missing Children Identification Act". Under this act, all children who enroll in a Nebraska public or private elementary or secondary school for the first time need to provide to the school a certified copy of the student's birth certificate. This letter is to inform you of this requirement. Please bring your certified copy of the birth certificate to your child's school office within 30 days from the date you enroll your child in the York Public Schools.

Upon failure to comply with this requirement, the school will send a notice, which will give 10 days for the parent or guardian to comply. Failure to comply after this second notice will require the school district to notify the local law enforcement agency for investigation.

The intent of this act is to assist in the location of missing children. The requirements on the school district are specific in the act and we would ask that you cooperate with us in our complying with this statute. A copy of your child's birth certificate will be made by the school and the certificate returned to you. If, for any reason, you do not have your child's birth certificate, I suggest that you contact the Bureau of Vital Statistics in the state in which your child was born to obtain that certificate.

Thank you for your cooperation.

**RECEIPT OF 2016-17 PARENT-STUDENT HANDBOOK  
OF YORK MIDDLE SCHOOL**

This signed receipt acknowledges access or receipt of the 2016-17 Parent-Student Handbook of York Middle School and acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policies. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING YORK PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Student's Name (Please Print Neatly)

\_\_\_\_\_  
Parent or Legal Guardian's Name

**The entire student handbook is available to view or print on the school website. Students or parents may also request a written copy available in the middle school office.**

Within Five Calendar Days Of Receiving This Information, Please Return To:  
The York Middle School Office  
1730 N Delaware Ave  
York, NE 68467