

**YORK HIGH SCHOOL**  
**STUDENT-PARENT HANDBOOK**  
**2018-2019**



**York High School**  
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# STUDENT - PARENT HANDBOOK OF YORK HIGH SCHOOL 2018-2019

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**York Public Schools Parent-Student Handbook  
2018-2019 School Year  
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.

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

Welcome to York Public Schools. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

### **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**

**Section 1 Daily Schedule**

Period 1	8:00 a.m. – 8:45 a.m.	Period/Lunch 5B	12:08 p.m. – 12:53 p.m.
Period 2	8:49 a.m. – 9:34 a.m.	Period 6	12:57 p.m. – 1:42 p.m.
Period 3	9:38 a.m. – 10:26 a.m.	Period 7	1:46 p.m. – 2:31 p.m.
Period 4	10:30 a.m. – 11:15 a.m.	Period 8	2:35 p.m. - 3:20 p.m.
Period/Lunch 5A	11:19 a.m. – 12:04 p.m.		

**Section 2 Shortened Schedule**

Period 1	8:00 a.m. – 8:35 a.m.	Period/Lunch 5B	11:15 a.m. – 11:58 p.m.
Period 2	8:39 a.m. – 9:14 a.m.	Period 6	12:02 p.m. – 12:45 p.m.
Period 3	9:18 a.m. – 9:53 a.m.	Period 7	12:49 p.m. – 1:24 p.m.
Period 4	9:57 a.m. – 10:32 a.m.	Period 8	1: 28 p.m. – 2:03 p.m.
Period/Lunch 5A	10:36 a.m. – 11:11 a.m.		

**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      Open-Closed Campus**

### **YORK HIGH SCHOOL OPEN CAMPUS (STUDY HALL) INFORMATION**

#### PHILOSOPHY

It is the belief at York High School that students should and will be treated like adults as long as they act like adults and accept the responsibilities that accompany these freedoms and privileges. We offer seniors the privilege of Open Campus because it focuses on individual student responsibility and self-reliance. The trust given to students will hopefully improve their overall attitude toward school as well as their classroom behavior and performance.

#### PROCEDURES FOR THE OPEN CAMPUS PROGRAM

1. Parental consent is required. At a later day, a parent may also request a student be removed from the program. Consent may be given by filling out the consent form.
2. All seniors electing to leave the campus will be clear of the building soon after class is dismissed. Students may leave only during study periods, not during class periods.
3. Students are requested not to return to the campus during their open campus period. If returning early, students will wait in the gym commons for the period to end. All students who leave and return during a class period should use the east or north doors in the gym commons area.
4. Any violation of the Student Behavior Guidelines may result in loss of this privilege.
5. There should be no student traffic or loitering in the hallways during the class periods.
6. There should be no food or beverages brought into the building when students return from open campus.

- To be eligible for this program, acceptable academic attitude and work are required in all classes. Tardiness and poor attendance may result in disciplinary measures and removal of this privilege. If a senior receives a "Downslip" he/she will lose open campus privileges and will be assigned to study hall until the grade and/or effort is improved, and an "Upslip" is issued. The following items will be considered when an "Upslip" or "Downslip" is issued:

<u>Ability</u>	<u>Attitude</u>	<u>Performance</u>
Aptitude in subject	Attendance/Tardiness	Test scores
Foundation in subject	Preparation for class	Homework/notes
Motivation	Approach to studies	Attention
Working to potential	Responsibility	Participation

- EACH STUDENT IS RESPONSIBLE FOR SIGNING OUT BEFORE LEAVING THE BUILDING. A SIGN OUT SHEET WILL BE AVAILABLE IN THE STUDY HALL.**
- To be eligible for an open campus period, a senior must be enrolled in a minimum of seven (7) classes.
- Seniors remaining on campus will sign in at the study hall and follow all study hall rules and regulations.

When on open campus, a student is expected to conduct himself/herself as a good citizen of the York community. Since this is a privilege extended by York High School, a student may be held responsible to school officials for his or her conduct while away from school property.

## **Section 5      Lunch Period**

York High School operates on a closed campus system for 9<sup>th</sup> and 10<sup>th</sup> grade students. 9<sup>th</sup> and 10<sup>th</sup> graders are not excused to leave school grounds during lunch unless they have received permission from school personnel.

Students may eat school lunch or bring their own lunch, but all students will eat in the gym commons. Students are expected to go through the lunch line in an orderly manner, be considerate of others, and not "cut" in line. Failure to follow the directions of school personnel will result in disciplinary action which could include assigned seating or suspension from the cafeteria.

Students in grades 11-12 operate on an open campus system. If students leave for lunch, they are expected to leave campus and return before their next class begins. Students cannot bring outside food into YHS and cannot loiter in the parking lot during the lunch hour. YHS administration reserves the right to close any student's lunch period during the school year.

**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 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.

**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.

**Food Allergies**

Due to food allergies and other health issues, no homemade foods should be brought for treats or for sharing. All treats or shared snacks brought to school must be purchased items with a label stating ingredient information and the fact that items are packaged in a peanut/nut free facility. Prepackaged individual servings are strongly encouraged. Foods that cannot be verified as peanut/nut safe will not be handed out, and those who provided them will be contacted to pick them up.

In an effort to promote wellness and good nutrition choices, store-bought individually packaged fruit, vegetables, and cheese are encouraged. YPS will have non-food items and safe food snack lists available on our website and will send information home during the school year. (Non-food items that could be considered in place of food items for parties/birthdays, etc. Are pens, pencils, eraser, stickers, etc.)

As a reminder, YPS does not allow eating on our AM and PM route buses so we can help ensure the safety of our students with food allergies who ride our buses to and from school.

You will be notified if your student has a classmate with a food allergy. We will allow for “nut safe” tables in our lunchroom areas for students who can’t come in contact with peanut-related items.

## **Section 6 Supervision Responsibility Before/After School**

### Arrival at School/Dismissal from School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, 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.**

Certain days on the calendar are “shortened days,” such as Wednesday early out, 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.

### 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 a 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 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 High School for a scheduled class or have pre-approval from a principal.

### Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### 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 at 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 belief 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 to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

### **Section 1 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.

### **Section 2 Absence Procedures**

**A. Reporting** - Normal school hours for students are from 8:00 A.M. to 3:20 P.M. PARENTS SHOULD CALL THE SCHOOL OFFICE (362-6655) 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** - When 9 absences have been recorded for a class or classes during the semester, exclusive of school sponsored absences, the student may no longer receive semester credit for the class or classes missed. Students will be limited to five (5) consecutive days of absences.



The parent/guardian will be notified when five (5) absences have occurred in the semester. Notification will be sent by certified mail to the parent when the student records his/her ninth (9th) absence in a class or classes. Hearing procedures and hearing request forms will be provided with the ninth absence mailing. Students who exceed this limit may petition the Attendance Committee to request an extension. Professional appointments (i.e., doctor, dentist, lawyer, etc.), funerals, court, counseling, or doctor verified illness, will be exempted (not counted in the student's total) upon WRITTEN verification.

When a student has lost credit for a class due to excessive absences, he/she may elect to remain in the class on an audit basis or be placed in a restricted study hall. Audit students are expected to fulfill all normal requirements for the class. Students who become behavioral problems will be removed from class and assigned to a restricted study hall.

1. Excessive absenteeism may result in detention(s), Saturday School(s), in-school and/or out-of-school suspension.

2. Illness at school for which the student requests to go home will count as a regular absence unless "exempted" by the school nurse or office staff if the school nurse is unavailable.

Excessive Absenteeism. Students who accumulate nine (9) absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis. 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 excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
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 absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the absenteeism 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 absenteeism 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 fifteen (15) minutes or less of a class period, he/she will be counted as tardy to that class. When a student is over fifteen (15) minutes late to a class, he/she will be counted as absent to class.** Students who oversleep will make up time in detention. Attendance is taken for all periods and tardies will be cumulative for all classes for the semester. An example of how tardies will accumulate: a student is tardy 1st period class on a given day-that is the first tardy. Two weeks later the same student is tardy to 6th period-that will be counted as the second tardy and so on.

The consequences for violating the tardy policy are as follows:

- 1st tardy = notification from the teacher and a reminder of the tardy policy
- 2nd tardy = notification from the teacher and a reminder of the tardy policy
- 3rd tardy = notification from the teacher and a reminder of the tardy policy
- 4th tardy = student will be assigned one-half hour of detention
- 5th tardy = student will be assigned 2 one-half hour detentions
- 6th tardy = student will be assigned to Saturday School (4 hours)
- 7th tardy = student will be assigned to Saturday School (4 hours)
- 8th tardy = student will be assigned to closed noon hour for a period of three weeks
- 9th tardy = student will be suspended (short-term = 1 to 5 days) with a required parent conference prior to the student being re-admitted to school.

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.

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 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 trancies 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. If any student 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 student 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 student'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.

## **Article 5 - Scholastic Achievement**

### **Section 1      Grading System**

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A	93-100
B	86-92
C	78-85
D	70-77
F	0-69

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

### **Section 2      Weighted Grades**

Courses that are labeled "Dual Credit" will factor into a student's grade point average and will be weighted. A student's final grade for a dual credit course will be increased by 5% of the final semester grade.

### **Section 3      Graduation Requirements**

To receive a York Public Schools diploma a student must fully complete all requirements for graduation, and other administrative requirements or conditions.

To be eligible for a York High School diploma, a student must have earned a minimum of 245 semester hours credit in grades 9 through 12 inclusive. A minimum of 20 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education. Satisfactory completion of the following courses must be presented in the candidate's record:

English/Communications.....	45 Credit Hours
Social Studies.....	30 Credit Hours
Mathematics.....	30 Credit Hours
Science.....	30 Credit Hours
Physical Education.....	20 Credit Hours
Fine Arts.....	5 Credit Hours
Practical Arts.....	5 Credit Hours
Electives.....	80 Credit Hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval at the graduation ceremony.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

### **Section 4      Promotion and Retention**

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.

### **Section 5      Schedule Changes**

Generally, the accepted drop/add period of time is the initial two weeks of a semester. In all instances where students initiate requests to drop a course(s) after this two-week period of time, **all such requests must be approved by the high 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 6 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 7 Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (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 8 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 9 Honor Roll**

York High School publishes an honor roll at the end of each quarter and for each semester. Quarter honor roll is based upon the quarter grades and semester honor roll is based upon the semester grades. The honor roll is divided into three groups and is based upon the student's grade average. The groups and the required averages are:

High Distinction - average of 96% or higher

Distinction - average of 93%-95.99%

Honors - average of 90%-92.99%

To be eligible for honor roll consideration, the student must be a full time York High School student.

## **Section 10 National Honor Society**

The National Honor Society chapter of York High School is a duly chartered and affiliated chapter of this prestigious national organization.

### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the 10th, 11th, or 12th grades are eligible for membership consideration. For the scholarship criterion, a student must have the necessary cumulative grade point average. Those

students who meet this criterion are invited to complete a Membership Consideration Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Membership Consideration Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are then notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes attendance at required chapter meetings and participation in the chapter service projects.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

#### Removal from National Honor Society

A student may be removed from the NHS by action of the Principal and/or the Faculty Council upon determination that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.
3. Academic Standard and/or Service Hours. Failed to maintain the required semester average or failed to complete the required service hours. After one of the above infractions, a student is considered "on probationary status." A second infraction of either of the above categories is cause for removal.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

## Section 10 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 2018-2019

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>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.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>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.</p>
Students entering 7 <sup>th</sup> grade	<p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

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 1/26/2018

## **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.

### **Behavior on School Buses**

**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.

### **II. Special Conduct Rules for Riding School Buses**

#### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

#### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any para educator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you

need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

**V. Alternative Travel Request:** Students who are participants in activities shall travel to and from those activities by school-sponsored transportation. Special permission to travel with PARENTS must be obtained through an administrator. Requests to travel with persons other than PARENTS should be obtained through the completion of the Special Exceptions Transportation Request form and approval from an administrator at least 24 hours prior to the scheduled activity. **Under no circumstances may students transport themselves to or from a school-sponsored activity out of town.**

## **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 or alcohol 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 products 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. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

E. Parent Request to Close Campus. A parent/guardian may choose to close his/her student's campus over the lunch time period. In order to do this, the parent/guardian should call the school to make the request, indicating the length of time the campus should be closed. The student shall remain in the supervised lunchroom for the entire lunch period while his/her campus is closed. The only exception to this would be to attend a school-sponsored meeting or to meet with a teacher. The parent/guardian may call to temporarily allow the student to leave campus for lunch, but that call must be made in advance. The parent/guardian may also choose to re-open the student's campus at any time.

### **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.

#### **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 (muscle shirts, midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Short shorts, skirts, or skorts will not be permitted.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by 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 class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, 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 during these times 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 will include a relinquishment of the electronic device to the school administration, a fine of \$5, or a Wednesday detention (2-4 pm). 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) Subsequent Violations: For each violation after the first offense the fine will increase by five dollars. The student will have the opportunity to serve a Wednesday detention (2-4 pm), with the administration reserving the right to assign additional penalties if deemed necessary, instead of paying the fine. 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.

e. 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, 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 their teacher or to the Principal so the problem can be addressed.

Procedure for reporting harassment is as follows:

- Step 1. Communicate to the harasser that you expect the behavior to stop. You do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or an adult you trust.
- Step 2. If the behavior is repeated, do all of the following:
- a. Tell a teacher, counselor, or principal
  - b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.
- Include the following in your documentation:
- |                    |                            |
|--------------------|----------------------------|
| What happened      | What you said/did          |
| When it happened   | How you felt               |
| Where it happened  | How harasser responded     |
| Who harassed       | Note exactly what was said |
| List any witnesses |                            |
- Step 3. If the behavior is repeated, go to a higher authority (i.e. building principal, central office).

- (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) Dating Violence Prevention

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

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

Incidents of dating violence including students at school will be addressed as the administration deems appropriate, within the scope, and subject to the limits of the school district’s authority.

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

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

The administration will be responsible for ensuring that this dating violence policy is published in the appropriate school district’s handbooks or equivalent publications. Parents and legal guardians may also be informed of the dating violence policy by other means which the administration has deemed as appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2, 139 to 79-2, 142

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

- i. 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.
- ii. Food and drink is allowed in school provided it doesn’t create a disruption to school purposes. Teachers have the authority to forbid food and drink in their

classroom. Teachers and administrators have the right to confiscate any food or drink that may create a disruption in the building.

- iii. Students are expected to bring all books and necessary materials to class. This includes study halls.
- iv. Assignments for all classes are due as assigned by the teacher.
- v. 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.
- vi. 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.
- vii. 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.
- viii. All York High 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 who elect to drive to school are to park **ONLY** in the north or east lot. Parking in the south lot is reserved for visitors and staff. Parking in areas marked “staff” or “handicapped”, in bus zones, or on the parking lot entrances or curves is prohibited. Students who abuse parking and driving privileges are subject to consequences.

(7) 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 student(s) 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) Other 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.

(8) Risks of Social Networking:

The purpose of this message is to give our students information about the risks of using social networking sites.

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 Facebook may affect you years later.

What you say now on Facebook 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 Facebook.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

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

- Don't forget that your profile and MySpace forums are 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 MySpace 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 MySpace or 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. If you lie about your age, MySpace will delete your profile.

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 - STUDENT-PARENT ACTIVITY HANDBOOK**

#### **York High School Activities Mission Statement**

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by York High School as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

#### **Section 1     Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win

and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Section 2      Requirements for Participation**

- A.      Physical Examination** – A yearly physical examination is required for all athletes. A physical form must be completed by a physician and submitted to the office **prior** to participation. This physical covers participation in activities for the entire school year.
- B.      Insurance** – The school district **does not** carry insurance to cover student activities injuries. Parents/Guardians will need to sign a form acknowledging the fact that they have family insurance, or they may purchase insurance through the school.
- C.      Scholastic Eligibility** – In order to participate in the York High School activities program, each student must have satisfied all of the scholastic eligibility requirements of the York Public Schools and the NSAA.
- D.      Risk of Participation** – All athletes and parents must realize the risk of injury which may result from participation in activities. The York Public Schools will use the following safeguards to make every effort to eliminate injury:
  - 1. Conduct a parent/athlete meeting prior to the start of each season to fully explain the policies and purposes of the activities program at YHS.
  - 2. The parents of our athletes must assume and agree to be personally responsible for any emergency medical care that may become reasonably necessary for the student participating in activities or school sponsored travel.
  - 3. Provide appropriate instruction to participants about the potential dangers of participation in school activities.

**E. Financial Obligations and Equipment**

1. Uniforms – In some activities, students may be required to purchase a portion of the uniform, which will become their property as per board policy.
2. **Equipment – Uniforms or equipment furnished by YHS are only to be worn for contests and practices. It is expected that all equipment not returned in good condition at the end of the season may be subject to financial penalty.** All students are responsible for the proper care and security of all uniforms and equipment issued to them.

**F. Other rules** – All other rules or regulations adopted by the coach/sponsor or supervisor of an activity shall be followed. Such rules and regulations must be provided to participants through written handouts and notices posted in prominent locations.

**G. Forms** – Both a physical examination/medical history form and a parental consent form must be on file with the activities administrator before any student may participate in any practice or competition.

**H. Transportation** – The York Public Schools provide transportation for all participants for all school activities. **All participants are required to ride to and from school-sponsored activities on school district transportation.**

If important family or personal situations require that a student return home or go to an activity with a parent, special exceptions may be allowed **if the parent submits a written request to the high school office 24 hours in advance of the activity and the parent speaks directly to the head coach/sponsor of the activity before taking the student home.**

An activity sponsor may allow the student to ride with his/her parent if the sponsor determines that the situation is an **emergency** that would not allow the parent to make such a request in advance of the activity. The parent should make the request **personally** to the **head coach/sponsor** and, at that time, provide the sponsor with a written request.

In all decisions about transportation of students, the primary concern of the board of education is the safety of the students. Whenever unusual circumstances develop that might require a student to go or return from a school sponsored activity with anyone other than a parent, a special appeal for consideration may be submitted in writing to the high school office 24 hours in advance of the activity. In these unique situations, an administrator may authorize a student to utilize some other means of transportation; however the person responsible for the student's transportation must personally speak directly to the head coach/sponsor of the activity before taking the student home.

**I. Organized Practice**

1. No individuals will be allowed to change sports during a season unless they do so within 10 calendar days after that season starts. (Season starts with the first day of organized practice.)
2. NSAA rules governing off-season sports will be followed.

3. If a student is removed from an activity for disciplinary reasons by a coach or if the student quits, he/she will not be allowed to practice for the next sport season using school facilities or under the supervision of a coach/sponsor until the activity from which he/she quit or was removed has been completed.
4. All starting times of practices will be designated by the individual coach/sponsor. All participants are expected to begin practice at the time set by the coach/sponsor. In order that the participants and their parents may plan accordingly, the length of practices will generally last no longer than 2 hours.

**J. Sport-In-Season** – It is very important that our students/athletes do not participate in the same sport outside the interscholastic program at the York Middle School and York High School. For example, a soccer player may not participate in any kind of games outside the high school during soccer season. Also, a high school basketball player may not participate in a free-throw contest during basketball season. The sport-in-season must have the student-athlete's total and undivided attention.

### **Section 3 Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

#### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, Dukettes, speech and drama, One-Act, FBLA, FCCLA, FFA, DECA, VICA, Mock Trial, Skills USA, Spanish Club, Art Club, Student Advisory Board, ACES (National Honor Society), Quiz Bowl, Academic Decathlon, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules for athletes apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of each individual fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. For students in non-athletic activities, the time frame begins with the first day of school and ends with graduation. **In addition, at any point during the calendar year in which the athlete is under the direct supervision of a school official or designee (camps, summer leagues, field trips, etc.), the Code of Conduct rules will apply.**

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for disciplinary measures and may include suspension from participation.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, anabolic steroids, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding York Public School buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
21. The use of social media language, written or oral, pictures, or gestures, which is profane or abusive to a school employee, school volunteer, student, other schools, groups, or organization which is commonly understood and intended to be derogatory toward a group or individual.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials. The consequences for violation of any of these rules shall be determined by school officials.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement as it relates to the Code of Conduct.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.
5. In all instances where a student elects to participate in a “diversion” program, such participation will be considered as an admission of guilt, and, therefore, all penalties for rule violations referred to previously will be enforced.

## **Drug and Alcohol Violations**

### **Meaning of Terms**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

## **Consequences**

Students may be suspended from practices or participation in interscholastic competition or participation in extracurricular activities for violations of the Code of Conduct. Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs, Alcohol and Steroids**

Students shall not be involved in the use, sale, delivery or possession of alcohol, drugs, tobacco, anabolic steroids, or other controlled substances. Violations are documented on a yearly basis with the first violation carried over from year to year. At the beginning of each student's school career, he/she will begin with the 1<sup>st</sup> offense consequences. Once a student has been cited for a first violation, he/she will begin each subsequent year on the second offense consequences. An activity participant who violates the drug, alcohol and steroid rules shall be prohibited from participating in any extracurricular activity for the following minimum periods:

**1<sup>st</sup> Offense** – Athletes: Suspension for all school-sponsored activities for a minimum of 12 calendar days and a minimum of 2 athletic contests. For non-athletes in non-athletic activities: Suspension from all school-sponsored activities for a minimum of 12 calendar days and a minimum of 2 school events. In addition, the student must successfully complete a school-approved education program in substance abuse (Note: Any costs incurred will be the responsibility of the student, parent/guardian).

**2<sup>nd</sup> Offense** – Athletes: Suspension for all school-sponsored activities for a minimum of 60 calendar days and a minimum of 4 athletic contests. For non-athletes in non-athletic activities: Suspension from all school-sponsored activities for a minimum of 60 calendar days and a minimum of 4 school events. The suspension may be reduced to 30 days upon completion of a school approved education program in substance abuse (Note: Any costs incurred will be the responsibility of the student, parent/guardian).

**3<sup>rd</sup> Offense** – Athletes: Suspension for all school-sponsored activities for a minimum of 90 calendar days and a minimum of 8 athletic contests. For non-athletes in non-athletic activities: Suspension from all school-sponsored activities for a minimum of 90 calendar days and a minimum of 8 school events. In addition, the student must successfully complete a certified alcohol/drug evaluation. (Note: Any costs incurred will be the responsibility of the student, parent/guardian).

### **When Suspensions Begin**

All suspensions begin after the determination by school officials of the sanction to be imposed, provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information.



## **Due Process Governing Code of Conduct**

When Code of Conduct violations come to the attention of any school official, the coach/sponsor of the activity in which the student is involved will investigate the alleged violations.

The coach/sponsor of the activity shall:

1. Meet with the student(s) supposedly involved and discuss the allegations;
2. Meet with the activities director to review the matter;
3. Verbally inform the student(s) of the finding of the investigation and any disciplinary action to be taken.

The coach/sponsor and the activities director will:

1. Notify the parent(s)/guardian(s), in writing, of the allegations and the disciplinary action that has been recommended.
2. File a written report of the incident, investigation, and recommended disciplinary action with the principal within 24 hours, if circumstances allow, or as soon as possible thereafter.

The student(s) and parent(s)/guardian(s) will have the right to appeal the decision by completing the appropriate paperwork and filing it with the activities director with a five (5) day period of time.

Once notified of the appeal, the activities director will forward a copy of the written appeal to the principal within 24 hours.

The principal will:

1. Review the allegation(s), investigation, and recommended disciplinary action and make a decision regarding the appeal within a reasonable period of time.
2. Notify the student(s) and parent(s)/guardian(s) in writing of his/her findings.

Based upon this information, the student(s) and parent(s)/guardian(s) have the right to appeal the principal's decision to the superintendent of schools and, secondly, the board of education.

Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

## **Section 4 Attendance**

Student participants in any extracurricular activity are expected to meet the following attendance expectations:

These guidelines will be followed for a student who is absent the day of an activity. Practice sessions are included in this rule.

- 1. The first time a student is absent the day of an activity but arrives at school before 11:00AM, they will be given a one-time verbal warning from the activities administrator. If the student arrives at school after 11:00AM, he/she will not be able to participate in the activity.**
- 2. After the warning has been given, if the student is absent from any class during the school day due to illness, personal reasons, or an unexcused reason on the day of an event, he/she will not be able to participate in the activity.**
- 3. The activities administrator or a principal may make exceptions if extenuating circumstances exist. If any part of this policy is abused it could result in suspension from his/her next scheduled activity or activities.**

## Section 5 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must follow these requirements:

1. **Current Semester** – To be eligible, the student must be taking at least 20 semester hours of instruction per week.
2. **Student Activity Eligibility** (File: 506.01) - Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Beginning with the fourth week of each quarter (or 9-week grading period), any student failing (below 70%) two or more classes will be ineligible to represent York High School in an athletic or extra-curricular activity. Grades in all subjects will be reported on the first day of each school week and will be checked at 8:00a.m. that morning to determine eligibility. The activities director or his/her designee will inform the student when the student is determined to be ineligible.

Ineligible students will not be allowed to participate in any activity to include athletic contests, dances, non-academic performances, club activities, etc. until the eligibility requirement has been met. The period of ineligibility will be from Monday through Sunday of the school week in which a student has attained ineligible status.

The first time each semester that a student fails to meet the criteria for eligibility, the student will be given a one-week “grace period” of eligibility to raise his/her grades to meet this requirement. Therefore, failing any two classes after the “grace period” has been used will result in ineligibility.

Students are expected to practice with their team during the ineligibility period unless otherwise directed by their coach/sponsor.

3. **Preceding Semester** – To be eligible, a student shall have successfully completed a minimum of 20 credit hours for the immediate preceding semester. The term “preceding semester” means the semester immediately preceding the semester in which the student wishes to participate in school-sponsored activities. The preceding semester rule is not to apply to students who are entering high school for the first time as 9<sup>th</sup> graders.

4. **Opportunity to Fulfill Scholastic Deficiency** – A student who fails to complete 20 hours during the spring semester may make up not more than 10 hours during the summer in an accredited program. Such work must be completed, grades recorded, and credits granted prior to September 1<sup>st</sup> or the opening day of school, whichever comes first, in order for that student to be eligible for interscholastic participation in the fall semester.
5. **Incomplete Grades** – If incomplete grades are the determining factor in whether a student has the required number of credits the preceding semester, the student remains ineligible until the incompletes are replaced by passing grades and the credits are issued.

## **Section 6     Activities Eligibility**

In order to represent a Nebraska high school in interscholastic activities competition, a student must abide by eligibility rules of the Nebraska School Activities Association (NSAA). A summary of the major rules is given below. If you have any questions, please contact the high school principal or activities administrator.

1. Student must be an undergraduate.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if 19 years of age before August 1 of current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be enrolled in at least 20 hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received 20 hours in school the immediate preceding semester.
7. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director of the NSAA for his review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for 90 school days.

If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for 90 school days.

9. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for 90 school days except:
  - a. If the change in domicile by the parents occurs during a school year, the student may

remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

b. If the parents moved during the summer months and the student is in grade twelve and has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

c. If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the same school district where his/her parents established their domicile.

10. If the parents are divorced or legally separated, the parent who has been awarded custody of the child as documented by certified copy of an order by a court of competent jurisdiction is the legal parent. If joint custody was awarded, the parent the child chooses to live with immediately following the divorce shall be defined as the legal parent. In either case, the school district where the legal parent lives shall be considered domicile for the student.
11. Transfer students who have their Enrollment Option applications signed and prior to March 15 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to March 15 shall be ineligible for 90 school days, with such transfers being subject to hardship waiver guidelines.
12. Other non-enrollment option transfer students must sign and deliver all forms necessary to make such a transfer to the school in which he/she intends to enroll prior to March 15; for the student to be eligible, the school to which the transfer is being made shall notify the NSAA offices in writing, postmarked not later than March 15. Those students who do not have their enrollment forms signed, delivered and accepted prior to March 15 shall be ineligible for 90 school days, with such transfers being subject to hardship waiver guidelines.
13. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
14. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school.
15. A student shall not participate on an all-star team while a high school undergraduate.
16. A student must maintain his/her amateur status.
17. A student shall not participate in a contest under an assumed name.

### **Section 7 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high

ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

## **Section 8 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of York Public Schools and their guests may attend.
  - a. Dances are intended for York High School students. Outside dates must be signed up in the office and approved by the administration prior to the dance. No dates 21 years or older will be approved. No middle school students are allowed to attend high school dances.
  - b. All students who come to the dance are to stay inside. If students leave, they will not be readmitted.
  - c. Some school dances may be restricted to students attending specified grades levels at York Public Schools.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  - g. The administration reserves the right to exclude students due to behavior during school hours and lack of attendance at school.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal if you are uncertain about your attire.

- 4. Prom attire is expected to be formal. The dress code for men requires the standard tuxedo or complete suit coat, dress pants, dress shirt, tie and no shorts. The girls are expected to wear dresses that abide by dress code policies. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal if you are uncertain about your attire.**

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the “royalty” for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Royalty Candidate Eligibility and Selection: The determination of whether a student meets conduct and citizenship qualification standards shall be made by a committee called the Royalty Eligibility Committee, which will be appointed by the principal for each dance at which royalty is to be selected.

The committee will take into consideration the following criteria:

Achievement, Citizenship and Conduct Qualifications:

- a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.
  - d. The student may not have been engaged in serious criminal violations.
2. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with a principal. At the meeting a principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. A principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.

3. Specific Dance Eligibility and Selection Requirements:
- a. Homecoming Queen & King:
- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
  - **Participation in a minimum of at least 2 different extracurricular activities during the junior and senior years.** **Note:** Extracurricular is defined as any school sponsored activity that is offered for which graduation credit is not granted.
  - Only extracurricular activities from the **beginning of the junior year up through the fall season of the senior year** will count toward meeting the minimum requirement.
  - **Student consent** to be considered as a candidate. Completion of the eligibility form and returning it to the office by the announced candidate will be interpreted as “consent.”
  - The Royalty Eligibility Committee will review the list of candidates.
  - The members of the senior class will select the top 5 candidates for queen and the top 5 candidates for king from the qualified nominees.
  - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.
- b. Prom Duke and Duchess:
- Only a Senior girl shall be eligible to be Duchess and a Senior boy shall be eligible to be Duke.
  - **Candidates must be in the academic upper 1/3 of the class.**
  - The Royalty Eligibility Committee will review the list of candidates.
  - Nominations will be made by the members of the senior class and faculty.
  - The top 5 boys and girls will be placed on a ballot. The Duke and Duchess will be chosen from the qualified nominees by secret vote of the junior and senior students.

## **Section 9 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches/sponsors and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

## **Parents’ Role in Interscholastic Athletics and Other Extracurricular Activities**

### **Communicating with your children**

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.

- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don’t compete with the coach/sponsor. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don’t compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es)/sponsor(s). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### **Communicating with the coach/sponsor**

- Communication you should expect from your child’s coach/sponsor includes:
  - Philosophy of the coach/sponsor
  - Expectations the coach/sponsor has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child’s participation
- Communication coaches/sponsors expect from parents
  - Concerns expressed directly to the coach/sponsor
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach’s/sponsor’s philosophy and/or expectations
- Appropriate concerns to discuss with coaches/sponsors:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child’s behavior
  - Injuries or health concerns. Report injuries to the coach/sponsor immediately!! Tell the coach/sponsor about any health concerns that may make it necessary to limit your child’s participation or require assistance of trainers. Students are sometimes unwilling to tell coaches/sponsors when they are injured, so please make sure the coach/sponsor is told.
- Issues not appropriate to discuss with coaches/sponsors:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes
- Appropriate procedures for discussing concerns with the coaches/sponsors:
  - Call to set up an appointment with the coach/sponsor
  - Do not confront a coach/sponsor before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)



- What should a parent do if the meeting with the coach/sponsor did not provide satisfactory resolution?
  - Call the activities director to set up a meeting with the activities director, coach/sponsor, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 10 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### **Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities**

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stomp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

## **Article 10 - State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

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.

### **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, York, NE – 402-362-6655

### **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, sexual orientation, 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 are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous 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 Information to Military Recruiters**

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:

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).

### Website and Social Media

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 2018-19 school year, please submit your request in writing to your child's school office by August 31, 2018.

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 the parent of legal guardian, to deny permission for your son or daughter to access networked computer services such as electronic mail

and the internet for the 2018-2019 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, 2018.

## **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 agent 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 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/complaintfilingcust.html>, or at any USDA office, or call (866) 632-9992 to request 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.

## **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)

Approved 6/23/2014

Reviewed 6/23/2014

Revised 6/23/2014

## 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.

Approved 6/23/2014

Reviewed 6/23/2014

Revised 6/23/2014

**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 FEE WAIVER 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. 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 project materials following the project's expected completion date.  
Student's Name

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: \_\_\_\_\_

## Administrative Procedure

### 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:** Includes any type of trip that takes students and staff to an in-state or out-of-state event that is not an actual part of the mission or objectives of the district's curricular programs. For example: Close-up, band, vocal music, or Spanish Club trips, National FFA (except for those competing for, or receiving, a National award) among others. 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.

## Administrative Procedure

<u>ACTIVITY</u>	<u>FEE (fees listed are maximums)</u>
Lunch	YES: \$2.85 YMS: \$2.95 YHS: \$2.95
Breakfast	All Buildings \$1.45
Milk Break	YES: Semester \$26 / All Year \$52
Game Admission Fees:	
Activity Tickets	K-8 \$15.00 per student 9-12 \$15.00 per student
Varsity Games	\$5.00 per student/per event
J.V. Games Only	\$5.00 per student/per event
9 <sup>th</sup> and 10 <sup>th</sup> 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 and Plays	\$5.00 per session
YHS Musicals, 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	\$80.00
ACES	\$10.00
FBLA	\$22.00
Art Club	\$20.00
YAAD	\$15.00
Meal charge for field trips	\$10.00
Class Dues;	
9 <sup>th</sup> grade	\$10.00
10 <sup>th</sup> grade	\$20.00
11 <sup>th</sup> grade	\$50.00 or sales
12 <sup>th</sup> 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



*After School Daycare Program*

*\$3.75 per hour*

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.

Athletic Physicals are required.

*Any and all costs for postsecondary education*

Approved 06/25/2018

Reviewed 06/25/2018

Revised 06/25/2018

Administrative Procedure

## 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

Approved 6/23/2014

Reviewed 6/23/2014

Revised 6/23/2014

## **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

Approved 6/23/2014

Reviewed 6/23/2014

Revised 6/23/2014

## **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

Approved 06/25/2018

Reviewed 06/25/2018

Revised 6/23/2014

## **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

Approved 05/24/2010

Reviewed 05/10/2010

Revised 05/10/2010

## STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Beginning with the fourth week of each quarter (or 9-week grading period), any student failing (below 70%) two or more classes will be ineligible to represent York High School in an athletic or extra-curricular activity. Grades in all subjects will be reported on the first day of each school week and will be checked at 8:00 a.m. that morning to determine eligibility. The activities director or his/her designee will inform the student when the student is determined to be ineligible.

Ineligible students will not be allowed to participate in any activity to include athletic contests, dances, non-academic performances, club activities, etc. until the eligibility requirement has been met. The period of ineligibility will be from Monday through Sunday of the school week in which a student has attained ineligible status.

The first time each semester that a student fails to meet the criteria for eligibility, the student will be given a one-week "grace period" of eligibility to raise his/her grades to meet this requirement. Therefore, failing any two classes after the "grace period" has been used will result in ineligibility.

Students are expected to practice with their team during the ineligibility period unless otherwise directed by their coach/sponsor.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).  
34 C.F.R. Pt. 106.41 (1993)  
Neb Statute 79-296  
79-443

Cross Reference: 502 Student Attendance  
504 Student Rights and Responsibilities  
505 Student Discipline  
506 Student Activities  
508 Student Health and Well-Being

Approved 7/11/2011

Reviewed 6/27/2011

Revised 7/7/2011

## **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

**RECEIPT OF 2018-19 STUDENT-PARENT HANDBOOK  
OF YORK HIGH SCHOOL**

This signed receipt acknowledges access or receipt of the 2018-19 Student-Parent Handbook of York High 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 (Please Print)

The entire Student-Parent Handbook is available to view or print on the school website. Students or parents may also request a written copy available in the high school office.

**Please return to York High School by Friday, August 31, 2018.**