

# Homer Community School

2017 – 2018

Student Handbook



# Homer Community School Student Handbook

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# Homer Community School Student Handbook

## Introduction and General Information

### 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 Homer Community School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

### School Mission Statement

The Homer Community School District provides a safe, supportive environment in which all students will develop the skills, knowledge, and integrity essential for a successful future. This includes educating students to:

- read with understanding,
- communicate clearly,
- solve problems effectively,
- think critically, and
- act responsibly.

### Motto

*“Committed to excellence, inspiring greatness, exceeding expectations”*

### School Improvement Goals

The school improvement goals of the Homer Community School District are:

1. Kindergarten through twelfth grade students will improve achievement in reading comprehension.
2. Kindergarten through twelfth grade students will learn appropriate positive behaviors for school as well as life-long behavior skills.

## Members of the Board of Education

Mr. Paul Tighe	President
Mr. Tim Murphy	Vice-President
Mrs. Carrie Vanschoiack	Secretary
Mr. Aaron Reis	Member
Mr. Tyler Kirkholm	Member
Byron Hall	Member

### Administrative Staff

Gregg Cruickshank – Superintendent

Randy Pirner – Secondary Principal

Lora Crowe – Elementary Principal

### Teaching Staff Elementary School

Mrs. Brenda Boelter	First Grade	Mrs. Kari Morgan	Second Grade
Mrs. Marcella Broyhill	Kindergarten	Ms. Katie Mueller	Third Grade
Mrs. Kayla Dorcey	First Grade	Mrs. Katie Pick	Third Grade
Ms. Angela Ford	Second Grade	Mrs. Lark Rich	Title I
Mrs. Sharon Harral	Kindergarten	Mrs. Judi Robertson	Fourth Grade
Mrs. Alissa Hendrix	Sixth Grade	Ms. Megan Schiltz	Fourth Grade
Mrs. Patrice Krause	Special Ed.	Ms. Staci Smith	Preschool
Ms. Gaylene Kunzie	Fifth Grade	Mrs. Abbie Uhl	Fifth Grade

### Junior/Senior High School

Mrs. Emma Caskey	English	Mrs. Candyce Peitz	Mathematics
Mr. Bill Chase	Industrial Tech.	Mr. Dennis Redel	Science
Mrs. Stacy Delperdang	English	Mr. Dan Schmitt	English
Mr. Brian Ferris	Mathematics	Mrs. Kelley Snyder	Science
Mr. Rod Harris	Computers	Mrs. Alisha Spurrell	Spanish
Mr. Bret Hightree	Social Studies	Mr. Garret Zoucha	Social Studies
Mrs. Melanie Nelsen	Mathematics		

### Kindergarten through High School

Mrs. Bridget Anderson	Vocal Music	Anne Kallsen	School Psychologist
Mrs. Casey Conner Tremayne	Art	Ms. Noelle Petersen	Instrumental Music
Jan Deck	Speech Pathologist	Mrs. Jeanne Redel	Business/Technology
Mrs. Ellingson	Special Education	Mr. Shawn Spurrell	PE
Mr. Jeff Horner	Guidance	Mr. Josh Watchorn	PE/Health
Ms. Stacie Johnson	Media Specialist		

## Daily Schedules

Elementary 8:05 – 3:25

### Junior/Senior High Class Schedule

First Period:	8:00 – 8:47	Fifth Period A:	11:43 – 12:30
Second Period:	8:50 – 9:37	Fifth Period B:	12:10 – 12:57
Homeroom:	9:40 – 10:00	Sixth Period:	1:00 – 1:48
Third Period:	10:03 – 10:50	Seventh Period:	1:51 – 2:39
Fourth Period:	10:53 – 11:40	Eighth Period:	2:42 – 3:30

### **Entering and Leaving the Building**

Beginning of School: Students eating breakfast should not be in the school prior to 7:30 a.m. All other students should not come to school prior to 7:45 a.m. unless they are scheduled to meet with a teacher.

During the School Day: **Students are to remain on campus unless excused in accordance with school policies.** This includes remaining on campus during the lunch period. Upon return to school during the day, the students are to sign into the office.

End of School: Our regular school day ends at 3:30 p.m. for Grades 7-12 and 3:25 for Grades Pre K-6. All after school activities will begin when designated by the sponsor. All other students must clear the building as soon as possible.

### **Visitors**

All visitors are welcome at school. They are to enter through the front doors and report directly to the office. Visitors are required to sign in and receive a visitor's badge upon arrival. Visitors are to sign out at the office when leaving the building. For your child's safety, other doors will be locked during the school day.

## Academics

### **Grading and Reporting System**

#### Grading System

The Homer Community School District will use the letter grading system as follows:

7 <sup>th</sup> – 12 <sup>th</sup>		
A	94 - 100	Excellent
B	87 - 93	Good
C	78 - 86	Satisfactory
D	70 - 77	Needs Improvement
N/C	Below 70	No Credit

4<sup>th</sup> – 6<sup>th</sup>

A	93 - 100	Excellent
B	86 - 92	Good
C	78 - 85	Satisfactory
D	70 - 77	Needs Improvement

Kdg. – 3<sup>rd</sup>

A	95 - 100	Advanced
PF	85 - 94	Proficient
PG	70 – 84	Progressing
E	69 or below	Emerging

Each teacher should define for students the grading procedures to be used in their classes.

### 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.

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.

### Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students have two weeks after the end of the quarter to make up incomplete work. 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.

### Comprehensive Assessment System

The Homer Community School District has a comprehensive assessment system which provides the school district with key information needed to insure the effectiveness of the district's improvement efforts and evaluate its overall performance. Students in all grade levels are assessed in curricular areas throughout the year to monitor student progress. Standardized assessments are given to students periodically throughout the school year. A normed and standardized achievement test is given to all students in grades 3 through grades 8 and grade 10 in high school. State tests are administered each spring to students in grades 3 through 8 and grade 11. Progress reports are provided to parents.

### Graduation Requirements

Graduation from Homer Community School will be made on the recommendation of the

Superintendent to the Board of Education, provided that the pupil has completed the requirements as established by state law and the Board of Education.

While it shall be the policy of the Board to encourage a full and rich curriculum, the minimum graduation requirements include:

1. **Seniors must earn 250 credit hours.**
2. All required subjects for grades nine through twelve must be passed with a grade of 70% or higher to receive a high school diploma. If a student does not pass all required subjects, or meet the required credits for graduation, but remains in school through the senior year, a certificate of attendance will be presented.
3. Three years (3) of high school Mathematics from the following courses: Algebra 1, Algebra 2, Geometry, Advanced Math, Pre-Calculus, Applied Math 1, Applied Math 2, and Consumer Math
4. Three years (3) of high school Science from the following courses: Earth Science **(required)**, Biology **(required)**, Physics, Chemistry, Anatomy, Current Issues in Science, Forensics, and Zoology
5. One year (1) of Physical Education
6. One semester (1) of Health
7. Four years (4) of high school English, of which one semester must be speech
8. Four years (4) of high school Social Science from the following courses: Nebraska History **(required)**, American History Pre-1861 **(required)**, American History Post – 1861 **(required)** American Government **(required)**, Sociology, and Psychology
9. One and one-half (1 ½) years of Computer Science

Note: As per Homer School Board policy, the valedictorian and salutatorian must have successfully taken the following courses: two (2) years of Mathematics which must include Algebra 1, Algebra 2, Geometry or Advanced Math, one (1) year of Chemistry, Anatomy or Physics, and four (4) years of college-prep English.

### **Schedule Changes and Drop/Add Procedures**

Students needing schedule changes should notify the guidance counselor. Schedule changes must be initiated by the teachers involved, the principal or guidance counselor, and students' parents. Final approval of all schedule changes will be made by the Principal only.

Freshmen, sophomores, and juniors are required to take seven classes per semester. Seniors are required to take six classes per semester, unless they are enrolled in off-campus college courses. Those students are required to take four classes per semester.

A student may drop a class under the following circumstances: during the drop and add period, which is the first week of the first semester for first semester classes, and the last week of the first semester for second semester classes. If a class is dropped and the student is not passing the class to be dropped, a two-week ineligibility will occur beginning with the first day the class is dropped.

### **Copyright and Fair Use Requirements**

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.

## Attendance

### Preschool

Children who are four years old on or before July 31<sup>st</sup> are eligible to attend Preschool. Parents interested in sending their children to preschool may contact the school office at 402-698-2377.

### Kindergarten Entrance Requirements

Nebraska State Law requires that a child is five years of age on or before July 31<sup>st</sup>. The child’s Certified Birth Certificate must be presented to the school at the time of enrollment as proof of age and legal name.

### Decisions to Close School

If inclement weather or other event should necessitate the closing of school or a shortened schedule, notification will be made to the Sioux City news media. Recorded messages will also be delivered via School Reach to keep parents informed of changes in the school schedule or important events. Parents will be given as much advanced notice as possible. Parents should have a plan in place to accommodate these circumstances.

**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 as any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will typically not be dismissed from school during severe weather on the basis of a telephone request.

Parents should not call school or 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. Every effort will be made to provide accurate and timely information through the media.

## Absences

Regular and punctual student attendance is essential for a student's academic success and required by state law. Excessive and unnecessary absences and tardies can only hinder a child's growth in education. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. The Homer Community School District will report as truant any student enrolled in the district over the age of 6 for excessive absenteeism. The term "excessive absenteeism" shall mean absences exceeding 5 days per quarter or 10 days per semester or the equivalent.

Students coming to school after 10:00 A.M. or leaving before 1:00 P.M. will be recorded as absent for one half of a day. It will be considered a full day absent if a child leaves before 10:00 A.M. for the rest of the day.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused by the Principal. All absences, except for illness and/or death in the family, require advance approval.

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 at any time during the school day. Students will typically not be dismissed from school during severe weather on the basis of a telephone request.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

### Absence Procedure

Any time a student is absent from school, it is the responsibility of the parent to call the school office to verify the student's absence. PLEASE CALL BEFORE 8:00 A.M. ON THE DAY OF THE ABSENCE, include a general description of the reason for the absence. Failure to excuse a student's absence may result in the student serving detention, and/or loss of school privileges. The school will attempt to notify all students' families regarding periods of absence via the telephone.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

Parents of elementary, middle, or high school age students can monitor their child's attendance/tardies on PowerSchool.

### **Excessive Absenteeism/Truancy**

Students who accumulate five absences in a quarter or 10 absences per semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. The student has accrued 3 unexcused absences, 5 days of absences or the hourly equivalent of 5 days of absences in a quarter, or accrued 10 days of absences during the school year. Excessive absenteeism is considered to be over 5 absences per quarter or 10 absences per semester.
  - The school sends out the Stage 1 advisory letter to the student's parent(s)/guardian(s).
  - School staff reviews the student's attendance history.
  - The principal contacts the student's parent(s)/guardian(s) about their child's problematic attendance.
  - If appropriate, a school staff member (administrator, counselor, school psychologist) meets with the student about his/her problematic attendance.
  
2. The student has accrued more than 10 days of absences, the hourly equivalent of 10 days of absences in a quarter, or accrued 10 days of absences for a semester.
  - The school sends out the Stage 2 advisory letter to the student's parent(s)/guardian(s).
  - The school contacts the student's parent(s)/guardian(s) with regards to their child's continued problematic attendance.
  - The Attendance Committee meets to review the attendance history of the student. The Attendance Committee may decide that the excessive absenteeism is justified due to medical reasons or that a meeting with the parents is necessary to develop a Collaborative Plan Addressing Barriers to Attendance.
  - If appropriate, a school staff member (administrator, counselor, school psychologist) meets with the student about his/her problematic attendance.
  
3. The student has accrued more than 15 days of absences or the hourly equivalent of 15 days of absences during a school year.
  - The school sends out the Stage 3 advisory letter to the student's parent(s)/guardian(s).
  - If appropriate, a school staff (administrator, counselor, school psychologist) meets with the student about their problematic attendance.
  - The school contacts the student's parent(s)/guardian(s) with regards to their child's continued problematic attendance and schedules a meeting to review the Collaborative Plan Addressing Barriers to Attendance with the school Attendance Committee.
  
4. Nebraska State Law, 79-209, allows schools to refer every student, whether elementary, middle, or high school age, who has been absent more than 20 days per year to the County Attorney. A referral to the County Attorney may be made by the school at Stages 1, 2, or 3 based upon a student's prior attendance history, if absences from previous school years were excessive.

5. The student has accrued more than 20 days of absences the hourly equivalent of 20 days of absences during the school year.
- The school notifies the student's parent(s)/guardian(s) in writing prior to referring the student to the County Attorney.
  - The school sends out the following documents to the County Attorney: the Stage 4 County Attorney Referral Letter, the Collaborative Plan Addressing Barriers to Attendance, the dates the attendance letters were sent, and the dates regarding meetings with the student and their parent(s)/guardian(s).
  - The school sends the student's parent(s)/guardian(s) a copy of the County Attorney's referral letter

#### Exclusion from Class or Recess

The administration reserves the right to ask for a physician's justification for a student's exclusion from a class (i.e. physical education) or recess.

#### **Tardiness**

The regular school day begins at 8:00 a.m. for grades 7-12 and 8:05 for grades PK-6 and ends at 3:30 p.m. for 7-12 and 3:25 for PK-6. Students should arrive in sufficient time to be in class by 8:00 a.m. Students coming to school after the specified start are considered tardy. Students tardy to school are to report to the office to sign in and receive an admit for class. Students who receive more than one unexcused tardy per quarter will be assigned detention for each additional unexcused tardy.

Detentions for unexcused tardies are assessed as follows:

3rd unexcused tardy	20 minutes detention
4th unexcused tardy	40 minutes detention
unexcused after 4th tardy	60 minutes detention

#### DETENTION FOR AN UNEXCUSED TARDY CAN BE ASSIGNED ON THE SAME DAY AS THE TARDY.

Students who arrive at school after 8:30 and are unexcused will be required to make up all time missed.

#### **Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

#### **Make-up Work**

It is the responsibility of the student to check with each teacher and arrange for making up missed assignments. Written make-up work may be assigned for each day missed regardless of the type of absence. 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 make-up work. If requested, assignment sheets will be prepared for students who are ill. Individual teachers do have the discretion to alter the time each student is allowed to complete missing assignments and receive credit. No assignment sheets will be sent out until after at least three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher. For unexcused absences, the student will receive a failing mark for or in each class period missed. If make-up work is not completed, students will receive no credit for the work required.

## **Building and Grounds**

### **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 the Principal.

### **Bicycles, Skateboards, Scooters, Heely Shoes, and Rollerblades**

Skateboards, scooters, heely shoes, and roller blades are not permitted at school due to safety concerns. Students in second grade or above may ride bicycles to school. Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Care of School Property**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. 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.

### **Lockers**

Locker use is a privilege. Lockers are the property of the school and are subject to periodic random inspection by the school officials and law enforcement officers. Each 7-12 student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker is locked with a combination lock. Students may turn in an extra key to the office if they choose to use a key lock. 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.

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

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
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 shall 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.

### **Smoke-Free Environment**

Homer Community School declares all of our schools buildings and grounds to be smoke-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 remember that our grounds are smoke and tobacco free and abide by our District's policy.

### **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.

### **Video Surveillance**

The Board of education has authorized the use of video cameras on school district property and school buses 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 for investigation and/or prosecution.

## **Behavior Expectations and Student Conduct**

### **Student Conduct Expectations**

It is the expectation of the Homer Community School District that students display the conduct appropriate to contribute to a safe and effective learning environment. The District 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 the student will not be tolerated. 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.

## Discipline - Secondary

Along with academic and vocational skills, students learn discipline in all courses. Discipline in the areas of self-control, orderliness, and efficiency (effort put into an assignment) are key factors that determine a student's educational growth. We want our students to experience success in school, so we encourage students to have good conduct and consideration for other people. We encourage you to be proactive and let the administration, counselors, teachers, or staff members know when you need our help in solving a problem before it becomes a Discipline Referral. The following are guidelines for staff use when dealing with potential discipline scenarios and consequences may vary depending on the situation.

	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Disruptive Behavior	<ul style="list-style-type: none"> <li>➤ Detention</li> <li>➤ ISS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Saturday Detention</li> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ Parent Mtg. with administrator</li> <li>➤ ISS/OSS/ Alternate Placement</li> <li>➤ Law Enforcement Contacted</li> </ul>
Tardy to Class/School	1-3 Teacher Warning	4-9 <ul style="list-style-type: none"> <li>➤ Detention/ Saturday Detention</li> <li>➤ Parent/guardian Notification</li> </ul>	9 or more <ul style="list-style-type: none"> <li>➤ Parent and student meeting with teacher</li> <li>➤ Possible ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>
Unauthorized use of cell phones & electronic devices during class time	Student Warning	Cell phone/device is given to Principal; returned after school	<ul style="list-style-type: none"> <li>➤ Cell phone/device is given to Principal; returned to parent</li> <li>➤ Saturday Detention</li> <li>➤ ISS/OSS</li> </ul>
Truant from school	ISS	<ul style="list-style-type: none"> <li>➤ ISS/OSS</li> <li>➤ Saturday Detention</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ Attendance Hearing</li> <li>➤ Law Enforcement contacted</li> <li>➤ Possible loss of school activities</li> </ul>
No Show for Detention	Double Detention	Saturday Detention	<ul style="list-style-type: none"> <li>➤ Parent Mtg.</li> <li>➤ Saturday Detention</li> <li>➤ ISS/OSS</li> </ul>
Harassment/ Bullying towards student	<ul style="list-style-type: none"> <li>➤ Conference with Principal</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ ISS/OSS</li> <li>➤ Possible Alternate Placement</li> <li>➤ Law Enforcement Contacted</li> </ul>
Possession and/or Use of Tobacco	<ul style="list-style-type: none"> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ OSS</li> <li>➤ Disciplinary Hearing</li> <li>➤ Law Enforcement Contacted</li> </ul>
Alcohol/ Drugs	<ul style="list-style-type: none"> <li>➤ OSS until Disciplinary Hearing</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ OSS until Disciplinary Hearing</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ OSS until Disciplinary Hearing</li> <li>➤ Law Enforcement Contacted</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>➤ Detention</li> <li>➤ Repair or Replace</li> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ Repair or Replace</li> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ Possible Alternate Placement</li> <li>➤ Repair or Replace</li> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ ISS/OSS</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ Possible Alternate Placement</li> <li>➤ Law Enforcement Contacted</li> </ul>
Weapons	<ul style="list-style-type: none"> <li>➤ OSS until Disciplinary Hearing</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ OSS until Disciplinary Hearing</li> <li>➤ Law Enforcement Contacted</li> </ul>	<ul style="list-style-type: none"> <li>➤ OSS until Disciplinary Hearing</li> <li>➤ Law Enforcement Contacted</li> </ul>

- **Any crimes may result in citations, legal charges, or transportation to juvenile detention.**
- **Students are not eligible for school-sponsored activities or practices until ISS & OSS are served.**
- **Detentions will be served with Teacher or Administrator or designee.**
- **SCHOOL ADMINISTRATION WILL FOLLOW DISTRICT POLICY CONCERNING DISCIPLINE AND CAN DEVIATE FROM DISCIPLINE GRID IF NECESSARY.**

## Elementary Behavioral Expectations/Consequences

The following are expectations for behavior for every elementary student. Following these actions will ensure that we have a safe and effective learning environment. We expect all of our students to be responsible and respectful.

### **Expectations:**

- Treat others how you want to be treated
- Use polite words
- Cooperate with and encourage others
- Be respectful toward teachers and toward other students
- Be respectful of property

Failure to adhere to the behavioral expectations will result in consequences and re-teaching. The following are examples of consequences that can be expected for the types of incidents listed below.

### **Consequences:**

- Seminar every time something is reported or witnessed
- Seminar and loss of one recess
- Seminar and loss of five recesses
- Phone call home (student calls)
- Seminar and 30 minute detention after school (parents must provide transportation)
- Seminar and office referral
- Seminar and parent meeting
- Seminar and one day In School Suspension
- Seminar and one day Out of School Suspension
- Seminar and five days Out of School Suspension
- Alternative placement
- Expulsion

**Examples of behaviors that constitute an “incident”:** name calling, rolling eyes, glaring (dirty looks), mocking, scowling, making fun of, laughing at, whispering about, inappropriate gestures, arguing, refusal to follow directions, provoking others, disruption of class time, pushing, shoving, “bumping into” intentionally, inappropriate physical contact of any kind, excluding others intentionally, hurtful and/or threatening notes, throwing items, cyber bullying at school, and graffiti,

**Reporting of Inappropriate Behaviors:** Students who experience disrespectful or bullying behavior should immediately report that behavior to the teacher in charge of the class or a teaching assistant.



<b>Intensity/Duration/ Frequency</b>	<b>Behaviors</b>	<b>Consequence</b>
Less Intense Behaviors	<ul style="list-style-type: none"> <li>• Rolling eyes</li> <li>• Glaring (dirty looks)</li> <li>• Scowling</li> <li>• Laughing at</li> <li>• Whispering about</li> <li>• Inappropriate gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Seminar</li> <li>• Loss of one recess</li> <li>• Parent contact</li> </ul>
Moderately Intense Behaviors	<ul style="list-style-type: none"> <li>• Increase in frequency of less intense behaviors</li> <li>• Provoking</li> <li>• Excluding others intentionally</li> <li>• Mocking (making fun of or mimicking)</li> <li>• Arguing</li> <li>• Refusal to follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Seminar and loss of one recess</li> <li>• Seminar and loss of five recesses</li> <li>• Seminar and 30 minute detention after school (parents must provide transportation).</li> <li>• Parent contact/student calls</li> <li>• Seminar and parent meeting</li> </ul>
More Intense Behaviors	<ul style="list-style-type: none"> <li>• Increase in frequency of moderately intense behaviors</li> <li>• Disruption of class time</li> <li>• Pushing/shoving</li> <li>• Intentionally “bumping”</li> <li>• Inappropriate physical contact of any kind</li> <li>• Throwing things</li> <li>• Verbal threats</li> <li>• Hurtful/threatening notes</li> <li>• Cyber-bullying at school</li> <li>• Graffiti</li> <li>• Possession of a weapon or other potentially dangerous objects</li> </ul>	<ul style="list-style-type: none"> <li>• Seminar and office referral</li> <li>• Seminar and parent meeting</li> <li>• Seminar and one day In School Suspension</li> <li>• Seminar and one day Out of School Suspension</li> <li>• Seminar and five days Out of School Suspension</li> <li>• Alternative placement</li> <li>• Expulsion</li> </ul>

\*All reports will be investigated

## **Student Conduct and Discipline**

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term), mandatory reassignment and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

### **Short-Term Suspension**

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

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 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. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
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, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

## **Long-Term Suspensions, Expulsions and Mandatory Reassignment**

### Long-Term Suspensions

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 the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

### Expulsion

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

### Suspensions Pending Hearing

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

### 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.

### 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.

### 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.

### Students Subject to Juvenile or Court Probation

Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

### **Other Forms of Student Discipline**

Administrative and teaching personnel may also 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 education process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, 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.

### **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 education process. Such conduct constitutes grounds for 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 (such as a gun or knife) or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and

discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct 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.

## **Additional Student Conduct Rules**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

### **Student Appearance and Dress Code**

Students at Homer Community School are expected to dress in a way that is appropriate for a 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. This list is **not all inclusive** and other forms of attire may be deemed inappropriate by the administration for the school setting:

1. Clothing may not have obscene or suggestive language or pictures.
2. Clothing may not advocate the use of alcohol, tobacco, drugs or violence.
3. Hats are not to be worn inside the building during school hours but may be worn during school activities including athletic events if worn appropriately.
4. Pants, shorts, and shirts should not have large rips or tears in them.
5. Clothing should cover the entire midriff, backside, and all undergarments.
6. Shorts must be an acceptable length that when student is seated the shorts cover at least Two inches of skin on the leg.
7. No spaghetti strap style shirts.

The administration reserves the right to determine appropriate dress on a case-to case basis. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day or be issued clothing that is appropriate. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

## **Harassment and Bullying**

### **Introduction**

The Board of Education of the Homer Community School District is committed to providing all students with a safe and civil school environment. The school district expects that all members of the school community, students and adults will treat each other in a civil manner and with respect for differences. Bullying, hazing, or harassment of students, staff or visitors by other students will not be tolerated in the school district. Board of Education policies regarding this

type of behavior are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

### **What are harassment, bullying, and hazing?**

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of actual or perceived traits or characteristics due to age, race, creed, color, national origin, religion, sex, marital status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Hazing occurs when a person intentionally or recklessly engages in any act or acts involving forced activity which endangers the physical health or safety of a student for the purpose of initiation or admission into a group or any organization connected to the school.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Harassment, bullying, or hazing by electronic, written, verbal, or physical actions or conduct toward a student or employee that creates an objectively hostile school environment that meets one or more of the following conditions is strictly prohibited:



- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on students’ physical or mental health; has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

### **Prevention Program Goals**

The bullying prevention program in the Homer Community School District is designed to teach students the skills needed for appropriate positive behaviors as well as life-long behavior skills. Appropriate and positive interactions will improve peer relations and make our school a safer and more positive place for students to learn, solve problems effectively, think critically, and act responsibly.

We believe our students are individuals and will develop our strengths, self-worth, respect for others, and will become productive, responsible citizens and life-long learners with the support of family, school and community. We believe that the family, school and community need to work together to ensure that students develop a code of moral and ethical principles.

The approach used to prevent bullying goes beyond providing consequences for the behaviors. It emphasizes awareness, knowledge, and training for everyone in an effort to bring a halt to bullying, hazing and harassment. We believe that cooperation and open communication between student, family, community and school is conducive to developing high standards that lead to quality education for students of all abilities and learning styles.

### **School Level Components**

- Students are taught skills for learning and life. These include but are not limited to:
  - Skills for learning (ex: listening, showing respect, focusing on learning, following instructions, etc.)
  - Empathy
  - Problem solving
  - Emotion management
  - Recognition of bullying
- Educational opportunities are provided to teachers and support staff. These opportunities include but are not limited to:
  - Training
    - How to recognize bullying and harassment
    - Procedures for reporting and intervention
    - Behavioral skills for learning and problem solving
  - Consultation
  - Dissemination of research and effective practices
- Informational opportunities for parents will be provided annually.
- Consultation services are provided for students and parents. A school counselor, a school psychologist, the Student Assistance Team, and administration are available to provide support and intervene as needed.
- Small group and individual counseling are utilized to support at risk or in crisis.
- Intensive targeted instruction is available to groups or individuals as needed.
- Empowering students to take ownership in addressing issues as well as leadership roles (i.e. local “Stand for the Silent” chapter)
- Supervision of students’ activities

- Written reports of all allegations, investigations, conclusions, corrective action and follow up reports will be kept by the Guidance Counselor as the Bullying/Harassment Coordinator.

### **Individual Level Components**

- Immediate intervention by staff when reported or observed
- Immediate investigation upon all reports
  - Interviews
  - Video recordings
- Hold individual meetings with students involved in bullying
- Parent contacts
  - Phone and/or email
  - Meetings
  - Strategies for addressing bullying
- Frequent on-going communication between involved staff members
- Consequences and education for those engaging in bullying behavior

### **Responding to a Report of Bullying, Hazing, or Harassment**

#### **Reporting**

Individuals who feel that they have been bullied, harassed, or affected by hazing should:

- Communicate to the bully or harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully or harasser, the individual should ask a teacher, counselor or principal to help.
- If the bullying, harassment or hazing does not stop or the individual does not feel comfortable confronting the harasser, the individual should take one or more of the following actions:
  - Tell a teacher, counselor or principal; and/or
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.
  - Complete a TIPS Incident Report. The link is located on the school's website.

#### **Students**

Students who believe they have been subjected to bullying, hazing, or harassment, or who witness or become aware of an instance of bullying or retaliation involving a student, are to report it to the nearest adult staff member.

## **Parents/Guardians**

The district expects parents or guardians, and others who witness or become aware of an instance of bullying, harassment, or hazing involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken on an alleged aggressor solely on the basis of an anonymous report.

## **District Employees**

Staff members are to respond promptly to any bullying, hazing, harassment, or misbehavior of any kind. The accused harasser and the target should be separated and the appropriate disciplinary action should be taken. Staff members will report any incidents to the principal or designee as soon as possible when he/she witnesses or becomes aware of conduct that may be bullying, harassment, hazing or retaliation. Retaliation will be treated as a separate incident. Written reports must be completed by the district employee, victim (depending upon age) and witnesses. The requirement to report to the principal or designee does not limit the authority of the staff member to respond immediately to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Points to remember in the investigation:

- Evidence uncovered in the investigation is confidential,
- Complaints must be taken seriously and investigated,
- No retaliation will be taken against individuals involved in the investigation process, and
- Retaliators will be disciplined up to and including suspension and expulsion.

## **Anonymous Reports**

Anonymous reports of bullying, hazing, or harassment by students or parent/guardians who wish to remain anonymous may be submitted to teachers and school administrators in writing or through the TIPS reporting system found on the school's website. All reported incidents will be investigated. No disciplinary action will be taken based solely on an anonymous report.

## **False Reports**

False reports submitted knowingly alleging bullying, hazing, or harassment will be subject to disciplinary action as determined by the principal.

## **Interventions and Consequences**

A range of intervention methods are used for solving behavioral issues and assigned on an individual basis. The most appropriate and effective methods for resolving each individual case will be used. The interventions and consequences that are used include, but are not limited to the following actions.

### **Range of Interventions**

- Prevention Plans developed by a team of professionals
- Individual Behavior Contracts
- Individual counseling or consultation as needed
- Student Assistance Team referrals
- Increased awareness and supervision by district employees

### **Range of Consequences**

- Re-teaching seminars for all incidents reported or witnessed

- Loss of free time with re-teaching seminars
- Mediation essay
- Notify the parents or guardians (of the target and the aggressor)
- After school detention
- Parent meeting
- Detention
- In-school suspension
- Out of school suspension
- Alternative placement
- Expulsion

### **Bus Rules and Regulations**

It is mandatory that students conduct themselves in a manner that is not likely to bring injury to themselves or to others on the bus or on any other school-owned or provided vehicle being used for school purposes. Any behavior which might be distracting to the driver of a bus or other vehicles is specifically prohibited. All normal rules that pertain to the school day are to be observed and enforced during any school trip that utilizes school transportation.

The following rules are to be followed.

1. Students are to treat the bus driver and all students with respect.
2. The driver is in charge of all students on the bus. Students must obey the driver promptly and respectfully.
3. Students are to remain seated.
4. Students are to keep hands, feet, and all objects to themselves and inside the bus.
5. Students are not to tease, harass, bully, or fight with another student.
6. Students are to use quiet voices and appropriate language at all times.
7. There is to be no smoking or eating on the bus at any time.

All inappropriate behavior will be reported to the Principal. Consequences for inappropriate behavior include but are not limited to:

1. Warning by the driver or bus monitor
2. Seat reassignment and phone call to parent
3. Detention and phone call to parent
4. Student put on a bus contract and parent/driver meeting
5. Loss of privilege to ride the bus from two days to two weeks and parent/driver meeting
6. Loss of privilege to ride the bus for the remainder of the school year and parent/driver meeting

### **Public Displays of Affection**

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.

4. If this type of behavior continues, the student could face long-term suspension or expulsion.

### **Dating Violence**

The Homer Community School District strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the education program and are required of all students and staff. Dating violence will not be tolerated. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Dating violence is considered to be 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.

### **Cell Phones and Electronic Devices**

Students are encouraged to bring only necessary materials to school in order to maintain a school environment where all students may reach their potential. Unnecessary items can be a distraction to the learning environment and create unnecessary opportunities for theft in which the school cannot be held responsible. If a cellular telephone, beeper, pager, head phones, I-pods, electronic games, laser pointers and/or other nuisance items causes any distraction to the learning environment, the administration or staff may select an appropriate consequence depending on the continuing severity of the distraction to the learning environment.

Any prohibited items or devices brought to school or used in school during instructional time or at school events may be confiscated by district staff. Cell phones or other personal electronic devices need to be contained in purses, pockets, lockers, or backpacks in a safe and silent manner. Texting during class time is determined by the individual classroom teacher. Prohibited items will be turned over to the student's parents or guardian on request unless the object seized is dangerous, contrary to law, or has been turned over to legal authorities. Students violating this policy shall be subject to the district's disciplinary rules. The District will not be responsible for items brought from home that are lost or stolen including but not limited to cell phones, electronic games, and toys.

1. **1<sup>st</sup> offense in class per year** – Teachers will take the phone or other electronic device until the end of the period or when they deem necessary to return to student.
2. **2<sup>nd</sup> offense in class per year** – Teachers will take the cell phone or other electronic device and give to the Principal's office for return and the end of the day.
3. **3<sup>rd</sup> offense in class per year** – Teachers will take the cell phone or other electronic device and give to the Principal's office and the parent's will be contacted with possible detention/suspension.

### **Network, E-Mail, Internet and Other Computer Use Rules**

#### General Rules

1. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
2. 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.

3. 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.
4. 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.
5. 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.

### Rules for Acceptable Use of Computers and the Network

The following are rules for acceptable use of computers and the network, including Internet in the Homer Community School District.

1. 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.
2. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's account or password.
4. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. 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.
8. 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.
9. 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.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

11. 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.

### Expectations 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. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
3. Do not reveal your personal account, address or phone numbers, or that of other students.
4. 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.
5. All communications and information accessible via the network should be assumed to be private property of others.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
9. Other rules may be established by the network administrators or teachers from time to time.

### 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.

### 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.

## **Academic Integrity**

### Requirements

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.

### Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.
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:
  3. 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.
  4. 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.
5. "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### Sanctions

The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

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



## Graduation Procedures and Dress Code

### Procedures

\*Seating – A class meeting will be held to determine the seating at the ceremony. Student's names are put into a drawing to determine which seats they would receive, with the exception of the valedictorian, salutatorian, and class officers who are given first choice of seating. All the reserved seats will be marked off and saved for parents/guardians.

\*Graduates need to be at the school by 1:00 pm on graduation day.

\*Parents are welcomed to take pictures and there will be a formal class picture taken at 1:30 pm.

### Dress Code

\*Graduation is a formal occasion and the Homer Community School graduation dress code will strictly be enforced. Students who choose not to follow the dress code will **NOT** be allowed to participate in the graduation ceremony. There are **NO** exceptions. Contact Mr. Hightree prior to the last day for the seniors if you do not have clothing or shoes appropriate for a formal occasion.

\*All graduates are required to wear the cap and gown specified by Homer Community School to the graduation ceremony.

\*No embellishments (school sponsored only) may be added to cap and gown.

\*Graduation is a formal event. Students will need to dress accordingly.

-Male Attire: All will wear a dress shirt and dress pants. No jeans or t-shirts of any kind will be allowed. Clothing with pictures or wording will not be allowed. No work boots, tennis shoes, sandals or house shoes (slippers) will be allowed.

-Female Attire: All will wear a nice dress, top and skirt, or dressy pants. No jeans or t-shirts of any kind will be allowed. Clothing with pictures or wording will not be allowed. No work boots, tennis shoes or house shoes (slippers) will be allowed.

**Students who choose to wear “unacceptable” clothing or footwear will not be allowed to participate.**

\*Exemptions can be made based on religious or disability related reasons.

# Activities

## Extra-Curricular Programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Homer Community School District will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

## Activity Philosophy

Activities are considered an integral part of the school's program of education which provide experiences that will help boys and girls 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. We believe that participation in activities, both as a player 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, to the team, to the student body, to the community and to 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 people and citizens.

## Safety

The District's philosophy is also 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, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

## Activity Code of Conduct

Students are representatives of Homer School and must display good character at all times. This policy includes, but is not limited to, the following activities: basketball, cheerleading, drill team, football, one act play, speech, student council, class plays, volleyball, track, wrestling, golf, musicals, and jazz band. In order for students to represent Homer Community School, it is essential that they obey school, coach/sponsor, and team or specific activity rules, including but not limited to the following rules: Upon determination or finding by the administration that a student has used or possessed alcohol, tobacco, or illegal substances, the following procedure will affect all students enrolled at Homer Community Schools. This includes results of any Random Drug Testing. **The summer months are also included in this policy and applies to the duration of the student's high school career.**

### Determination of a violation will be based upon:

The admission by the student, or investigation by school officials (substantial information from law enforcement agencies, school staff, or administration that the Activity Code of Conduct has been violated). During the course of the investigation of the alleged violation of this policy, the affected student will be informed of the allegations, either orally or in writing. The student will

then be provided with an opportunity to informally tell the administration the student's version of the events in question.

**Honesty Clause** – We want to encourage students to be honest with the school regarding violations of the ALCOHOL, TOBACCO AND ILLEGAL SUBSTANCES Policy. Students who make a **timely admission** to school administration regarding a 1<sup>st</sup> or 2<sup>nd</sup> violation will receive discipline/suspension under the – “with admission” categories.

**Timely Admission** – The student admits to the school administration within 72 hours of the presumption of the alleged violation by the student.

**First Violation (with admission):** (violation will be served at the athlete's highest level of participation. I.e. Student participates at both JV/Varsity level; student is exempt from all levels of participation until varsity suspension is fulfilled).

Football – 2 games Volleyball – 4 games Basketball – 4 games Track – 2 meets Golf – 2 meets Wrestling – 3 meets Speech – 2 meets Drill Team – 2 performances  
Fine Arts & Other Groups - 1 event (One Act Play, Jazz Band, Student Council, Musicals)

**First Violation (without admission):** The student shall be suspended from participation in any school – sponsored activity from the date of discovery (determination of a violation) for twenty (20) consecutive school days.

**Second Violation (with admission):** The student shall be suspended from participation in any school sponsored activity from the date of discovery (determination of a violation) for ninety (90) consecutive school days.

**Second Violation (without admission):** The student shall be suspended from participation in any school sponsored activity from the date of discovery (determination of a violation) for one hundred eighty (180) consecutive school days.

**Third Violation (with or without admission):** Will result in permanent suspension from all activities for high school career.

Regulations regarding suspension from extra-curricular events: If the student is not currently involved in any extra-curricular events when the violation occurs they will serve the suspension during the next performance/contest they are involved with. If an activity season ends prior to completion of the suspension, there will be a carry over to the next activity in which the student is participating. The suspension must be completed within ninety (90) consecutive school days of discovery. If the next activity season begins within these ninety (90) days, the suspension will be completed during that season. Also, the student will be required to complete the activity in which they are participating, or the suspension served during that season will be invalid. If a student is involved in more than one extra-curricular activity at the same time, they are to miss the required amount of events or days for each activity. I.e. A student is out for jazz band and basketball, that student will sit out the required basketball games and also miss the next jazz band performance.

\*Offenders of the Activity Code of Conduct will lose the opportunity to earn local awards including varsity letters in activities which he or she has been suspended.

\*Any student in grades 7-12 who anytime during the calendar year: (1) violates any school rule, (2) engages in any unlawful conduct under State or Federal Law, (3) fails to display good character and citizenship, or (4) fails to follow reasonable rules or regulations adopted by the

coach or activity sponsor, may be disciplined by suspension or expulsion as little as ten (10) school days up to and including expulsion from all activities for the student's high school career as determined appropriate by the superintendent or the superintendent's designee.

\*The Homer Community School District has very high expectations of our students. We believe that it is a privilege to participate in our extra-curricular and co-curricular activities. If the student participant does not maintain a minimum level of academic standing, they will not be able to participate in these activities.

\*All suspensions (ISS or OSS) will result in ineligibility for the next contest/performance of that activity within that season and be required to attend all practices.

\*Students will be required to practice but not participate in activities until all violations are cleared by the administration. Students will not be permitted to serve their suspension by joining an activity after the start date for practice of the activity.

### **Academic Eligibility Requirements**

All participants in grades 7 – 12 shall have all passing grades during each four and one-half weeks reporting period. A passing grade is considered a D-. If they do not, they will be ineligible to participate for at least one full week in all school activities that are considered co-curricular or extracurricular. Grades for the purpose of determining eligibility will be evaluated prior to the start of the school day on Fridays beginning the third week of each quarter. Students identified as having a failing grade on Friday morning will not be eligible to participate in co-curricular or extracurricular games, contests or events for seven days beginning the following Monday and continuing through Sunday. Students will be able to participate in practices during periods of ineligibility. If school is not held on Friday, grades may be checked prior to the start of school on Monday. Students will only be eligible to participate in games, contests or events if passing grades are earned each time they are reviewed for eligibility.

The school office will be responsible for providing the coaches with a list of the students failing courses and notifying the students of their ineligibility. The office will provide an updated list weekly on the status of the students' eligibility that will be distributed to the teachers and directors of the activities.

At the semester break eligibility will be based on the second nine weeks (quarter) grade, not the semester grade. If a student is failing a course after the second nine weeks and they are no longer in that course for the second semester they will be ineligible one week beginning with the first contest/activity. Eligibility for sports or activities (grades 9-12) will be based on the Nebraska High School Activities minimum requirements of twenty credits in the prior semester. If a student fails a course the fourth nine weeks and the student has qualified for the State Golf or State Track Meet, that student will be ineligible to participate in those events.

This policy includes, but is not limited to, the following activities: basketball, cheerleading, drill team, football, one act play, speech, student council, class plays, volleyball, track, golf, musicals, and jazz band.

Other infractions, which are not dealt with specifically by these rules, will be handled on an individual basis by the school administration.

The above rules have been adopted by the Homer Board of Education as minimum standards to be followed by all extracurricular participants of Homer Community School District and are in effect 365 days per year.

## **Attendance and Academics**

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for a minimum of 4 periods, the day of a contest is required to be eligible for the contest that day.
4. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

## **Appearance**

Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

## **Mandatory Drug Testing Requirements for Students Involved in Extracurricular Activities- (Grades 9-12)**

### **Mission Statement**

The Board of Education for the Homer Community School District values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which event it shall include from the first day of practice through and including the last day of classes/activities in the following spring.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Homer Community School, which shall include, but is not limited to, the following:

Basketball	One Act Play	Speech
Cheerleading	Track	Jazz Band
Golf	Volleyball	
Musicals	Football	

Eligible Student/Participant: All students involved in extracurricular activities will be tested at the beginning of each semester and random thereafter. Any student who participates in any extracurricular

activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent for EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer. A student will be removed from the testing pool if he/she has quit an activity. Quitting the activity must occur prior to being selected for testing to be removed from the testing pool of students.

**Sample Collection:** Samples will be collected as directed by the random selection list on the same day the student is selected for testing. If the student is absent, an alternate will be selected in sequential order from an alternate list provided by the TPA. For urine drug testing, students will utilize the nurse office or other secure bathroom. No other persons will be allowed in the bathroom/stall and the bathroom/stall door must be closed during the collection procedure. Alcohol testing will be completed in the nurse office or other secure setting.

In the event the collector suspects an adulterated or substituted specimen or specimen is out of normal temperature range, the specimen will be processed and sent to lab for further testing. The collector will then initiate a second urine specimen collection to be sent to the lab with the original specimen. No direct observation of the student during the provision of the specimen (urination) will be conducted by the collector.

**Random Pool Selection:** The Superintendent or High School Principal will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/participant(s) to be tested. This will be accomplished by the use of a "State Student ID list", compiled by the district. From the 'State Student ID list', a random draw will be generated by the TPA and provided confidentially to the DPC at a frequency determined by the DPC. Eligible student population will be randomly tested throughout the academic year at a rate designated by the DPC. Eligible students will be subject to random testing on any given day school is in session. There will be no student names used in the random pool selection only State Student ID numbers.

**Medical Review Officer (MRO):** Homer Community School will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protect the interest of the student and determine whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The MRO/MRO assistant will report test results to the DPA or other designated school representative.

**Scope of Tests:** The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

**Non-Punitive Nature of Requirements:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

## Drug Screening Procedures

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reason, the Board has the expectation that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

Alcohol Use/Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours of Conduct: After-school hours use of drugs, alcohol, or any other prohibited substances is illegal. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

### Procedures:

#### 1. All Current Students Participating in Extracurricular Activities

##### A. Random Testing

The Homer Community School District authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in the extracurricular activities who have been selected will be required to report to the designated collection site for testing.

##### B. Consent

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

##### C. Removal From the Random Testing List

Students who quit an activity, prior to being selected for random testing, may request their name be dropped from the testing list. However, students may volunteer to remain in the pool even though he/she is not part of the activity.

D. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

#### 2. Testing Procedures

##### A. General Guidelines

The Homer Community School Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

## B. Substances

The substances monitored through testing include: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances such as but not limited to steroids, barbiturates, and benzodiazepines without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

## C. Testing Procedure

The Board reserves the right to utilize breath, saliva or urine testing procedures with initial screening to be completed by instant test methods. Test results which screen non-negative will be confirmed by GC/MS, evidentiary breath machine or other confirmatory testing methods.

Students selected for testing will be excused from class or activity practice, brought to the nurse or coach office and instructed they have been randomly selected for testing on that day. Students will not be allowed to leave the testing area unescorted at any time prior to the test administration once they are aware they are to be tested. After completion of the test, the student will return to the class or activity.

### 3. Collection Sites

Drug test collections will be limited to secure bathroom locations at the school i.e. nurse office. Alcohol testing will be completed in the nurse office or other secure area.

### 4. Collection Procedures

The TPA will provide a documented procedure for collecting and handling all specimens observing standard collection procedures. The collector will utilize an instant drug and/or alcohol screen kit and standard Custody and Control Forms for all students participating in extracurricular activities testing. If a sample tests negative, no other drug testing takes place on the sample. For 'non-negative' test results on an instant screen, forensic chain of custody/handling will be observed to maintain the integrity and confidentiality of the specimen sent for further analysis.

### 5. Return of Results

The specimen collector will transmit by a secure method the results of all tests to the MRO. The MRO will be responsible for reviewing the results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result. The MRO/MRO assistant shall report subsequent test results to the DPC.

**Positive Results:** Whenever a student's test results indicate the presence of an illegal drug (positive test), the following will occur: the custodial parent or legal guardian will be notified by the DPC and a meeting will be scheduled with the Homer Community School District's Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian. See Code of Conduct Violations Procedure.

**Refusal to Submit to Drug Use Test:** A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation, and qualifies as a positive test.

A student who is unable to provide a sufficient specimen sample for testing within a 3 hour period could be considered a refusal to test.



**Adulteration/Substitution:** A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be subject to an offense like a positive test.

**Prescription Drug Error:** A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the parent/guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the DPC, activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment with the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

**Appeal:** A student participating in extracurricular activities who has been determined by the Principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for the review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Record Keeping and Confidentiality:** All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible to only the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from the Homer Community School, or one year after his/her class graduation.

#### **Severability**

Should any sentence, clause, provision, or paragraph of this entire document be deemed unlawful or unconstitutional, it is intended that, insofar as may be practical, the remaining portions of this policy shall remain in full force and effect.

## Other

### **Complaint Process for School District**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

#### Complaint Procedure

1. Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
2. Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
3. Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
4. Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

#### Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

#### **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.

### **Multicultural Policy**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

1. Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
2. Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
3. Valuing multiple cultural perspectives; and
4. Providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Homer Community School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher
  - (i) Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (ii) Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) Is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

- (A) The subject matter assessed;
- (B) The purpose for which the assessment is designed and used;
- (C) The source of the requirement for the assessment;
- (D) The amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) The time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can:

- (A) Be involved in the education of their children; and
- (B) Be active participants in assisting their children to –
  - (i) attain English proficiency;
  - (ii) achieve at high levels within a well-rounded education; and
  - (iii) meet the challenging State academic standards expected of all students

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

Please contact the administrative office to receive the foregoing information.

### **Student Fees**

The Board of Education of Homer Community School has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the Districts policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the Districts efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses),

students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The Districts general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

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

### **Guidelines for Clothing Required for Specified Courses and Activities**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### **Personal or Consumable Items**

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

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

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy.

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy; however, the District is not required to provide for the use of a particular type of musical instrument for any student.

### **Extracurricular Activities Specialized Equipment or Attire**

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

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

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### **Postsecondary Education Costs**

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

### **Transportation Costs**

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

### **Copies of Student Files or Record**

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible

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

### **Breakfast and Lunch Programs**

Students shall be responsible for items which students purchase from the Districts lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

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 identify, 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/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or 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 (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

PLEASE NOTE: 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 all applicants and recipients of the Child Nutrition Programs.

### **Lunch Account Procedures**

Parents and/or students are encouraged to check their meal account balances by logging into PowerSchool on the Homer Community School website at [www.homerknights.org](http://www.homerknights.org). Balances may also be checked by emailing the school secretary at [lyrich@homerknights.org](mailto:lyrich@homerknights.org). In order to monitor the meal account balances, the Homer Community School District has the following procedures in place.

1. On Mondays, the school secretary will run a PowerSchool report indicating a "low balance" warning whenever an account is below \$10.00. For elementary students (PK-6), and for high school students (7-12), accounts indicating a "low balance" will receive a report mailed home that day.

2. If meal balances are below \$3.00, the school will take the following steps to communicate with families.

**Day 1** Students will be told their account balance is below \$3 and they need to bring lunch money the next day. Students will be provided with a note to be given to their parents.

**Day 2** If students have a negative balance, a phone call or a text will be made to inform parents that lunch money is needed. Students will be allowed to charge and served a regular meal.

**Day 3** If the student does not bring money and still has a negative balance, the student will call home for lunch money or for a cold lunch to be brought to school. For students below third grade, the school secretary will call a parent. If neither can be provided, special arrangements will be made for the student to eat an "alternative meal". The alternative meal will only be available for 5 days. The school principal will contact the parents and a letter will be sent home to parents.

All communication regarding low balances in lunch accounts may be directed to the main office at (402) 698-2377 ext. 102.

### **Waiver Policy**

The Board of Education recognizes that while certain fees, specialized equipment or special attire are appropriate and authorized, some students and their families are not financially able to afford them in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The school district will grant waivers upon request to the students of families eligible for free or reduced-priced meals under the federal Child Nutrition program.

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.

The following deadlines will apply to requests for waivers:

1. Extra-curricular Activity Participation Fees one day prior to activity
2. Extra-curricular Activity Specialized Equipment or Attire one week prior to project/activity

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

### **Distribution of Policy**

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

### **Student Fees**

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. The student fee policy and guidelines will be published annually in the Student Handbook.

<u>ACTIVITY</u>	<u>AMOUNT OF FEE</u>
Lunch	Elementary \$2.70 / Secondary \$2.85
Milk Break	\$1.50
Breakfast	\$1.60
School Dances	\$5.00
Cap and gown rental	\$30.00
Grade 9-12 class dues	Set by Class

**Regulations for Providing Required Specialized Equipment or Attire in Extra Curricular Activities**

The following extra-curricular 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.

<u>Activity</u>	<u>Description</u>
Cheerleading	Cheerleader uniform
Flag Corps	Flag Corps uniform
Dance Team	Performance uniform
Golf	Golf clubs, bag, tees, balls
Track	Track shoes
Swing Choir	Performance outfit

**Personal or Consumable Item Regulations**

Teachers may not require students to supply various personal or consumable items for use in courses. However, they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

The following list provides an example of the types of consumable items that teachers may request but not require the students to provide.

Pencils	Erasers
Colored pencils	Scissors (Fiskars preferred)
Pens	Elmer's Glue (other types may create usage difficulties)
Paper	White Out
Graph paper	Highlighters
Tablets	Compass
Notebooks	Protractor
Activity calendars	Organizers
Planners	Crayons
Markers (no neon or glitter)	

The district may require students to provide such personal and consumable items for extra-curricular activities as the following:

- Reeds for musical instruments
- Make-up kits for drama
- Protective mouthpiece for sports



### **Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. Use of the phone is not an excuse to be tardy to class.

### **Right of Privacy Notification**

Homer Community School plans to continue to routinely release to the news media, and the Web page, information regarding students attending the school. The release may include such items as the student's name, parent's name, age, chronological class placement, athletic teams (including heights and weights), music, drama/speech, honor roll, scholastic honors, photos, accolades and other similar pertinent data.

Parents who DO NOT wish to have such information disseminated involving their children are requested to send a letter to the school stating their wishes.

As a parent, you have the right to: 1.) inspect and review your child's educational record and ask for an explanation of any item in the record; 2) be informed of the types and location of records being collected or used by the school; 3.) ask for an amendment of any record you feel is inaccurate; 4.) give or withhold consent to disclose your child's records; 5.) be told to whom information has been disclosed; and 6.) to be informed before information in your child's file is destroyed. As a parent, you have the further right to consent or deny permission for your child to be evaluated and possibly placed in Special Education Programs or to have the child's current Special Education Program amended.

### **Title 1 Parent Involvement – Regulation 1005.03R**

Parents of children in the Homer Community School District are encouraged to be full partners in their child's education and shall be given the opportunity to participate in regular, two-way and meaningful communication involving student academic learning and other school activities. The intent of this regulation is to build capacity for strong parental involvement.

The District will:

1. Involve parents in the joint development and annual review of any schoolwide program plan, in an organized, ongoing, and timely way.
2. Involve parents annually in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
3. Involve parents in jointly developing a school-parent compact that outlines shared responsibility for improved student academic achievement and annually review its contents.
4. Hold a meeting at least annually to inform parents of the school's participation in Title I, Part A programs, to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs, and inform parents of opportunities for meaningful involvement in school. The school will convene the meeting at a convenient time to parents. The school will invite all parents to this meeting and will encourage them to attend.
5. Provide opportunities for additional meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The meetings are to be at varied times so as many parents as possible are able to attend. The school will respond to any such suggestions as soon as practicably possible.
6. To the extent, practicable, provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and required school reports in a format and when reasonable, in a language such parents can understand.
7. Provide assistance, opportunities, and/or materials for helping parents to understand topics relating to their children's academic achievement in a format, and when feasible, in a language the parents can understand.
8. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of

academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

9. All meetings and activities for parents involving Title 1 will be coordinated and integrated with parental involvement strategies with other programs.
10. Provide to each parent an individual student report about the performance of their child on State assessments as required by the Nebraska Department of Education.
11. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

## Supplements

### Non-Discrimination

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

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

Inquiries at the local level can also be directed to:

Dr. Cheryll Malcom  
Homer Community School District  
212 S. 3<sup>rd</sup> St.  
P.O. Box 340  
Homer, NE 68030

### Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal 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.

#### Drug and Alcohol Use and Prevention.

By this handbook, 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.

The District shall provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and

alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

#### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

Information shall be available to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

#### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that 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 short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

### Use of Tobacco Products

The board prohibits the use, distribution, or possession of tobacco products by students in the school building or on the grounds at any time, or at any school sponsored activity or athletic event, or in a vehicle owned, leased, or contracted by the school being used for school purposes, or in a vehicle being driven for school purposes by a school employee or designee. Students who do so will be disciplined, and may be suspended or expelled and/or referred to appropriate law enforcement officials.

### **Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

The unlawful manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use 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 on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

### **Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

### **Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:**

The Homer Community School 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 climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

**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.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: 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 School 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.

**NEBRASKA DEPARTMENT OF EDUCATION COMPLAINT PROCEDURE**

The following document explains the procedures for expressing concerns in regards to those federal programs provided for under the Improving America's Schools Acts. If you have any questions regarding these procedures or any aspect of your child's education, you are encouraged to speak with your child's building principal.

Chapter 34 of the Code of Federal Regulations, Section 299.10 requires each State Education Agency (SEA) such as the Nebraska Department of Education to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is violating a federal statute or regulation that applies to the federal programs listed below.

*Which federal programs?*

Improving America's Schools Act (IASA)

Title I:

Part A (Educationally Disadvantaged Children)

Part B (Even Start)

Part C (Migrant)

Part D (Neglected or Delinquent)

Title II (Eisenhower)

Title III – Subpart 2 of Part A (State and local programs for School Technology Resources)

Part A of Title IV (Safe and Drug-Free Schools and Communities)

Title IV (Innovative Education Program Strategies)

Part C of Title VII (Emergency Immigrant Education)

McKinney-Vento Homeless Education

*What is required?*

Requirements of 34 CFR 299.10:

- The Department of Education develop a procedure and share that information with every agency and district receiving a federal grant. The complete description of the complaint procedure is available on the Nebraska Development of Education homepage at: <http://www.nde.state.ne.us>
- An assurance that the recipient of the federal funds will distribute notice about the complaint procedure to parents of students and appropriate private school officials and representatives. Federal programs will include an additional assurance on their grant applications.
- This notice that a complaint procedure exists can be provided in any format that reaches parents and all other required persons such as a district-wide student handbook. There should be only one notice from the district or agency – not a notice from each program.

*How to submit a complaint?*

A complaint submitted to the Department must include:

- 1) The name of the federal program,
- 2) The recipient of the grant (i.e., Nebraska Department of Education, school district, agency, consortium of agencies
- 3) A description of the alleged violation of statute or regulation with supporting information – facts and dates, and
- 4) The name and address and signature of the person making the complaint.

**Board of Education Student Fees Policy 504.19**

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

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

1. 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.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary institution.

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

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

8. Summer school or night school; and
9. Breakfast and lunch programs.

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

Waiver 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.
- Admission fees for onsite district-sponsored extracurricular activities and district transportation charges for spectators attending offsite extracurricular activities; and
- Materials required for course projects where the project becomes the property of the student upon completion.

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 three areas are collected and shall ensure such fees are spent for those purposes.

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

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

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

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
6. Procedures for students receiving postsecondary education credits;
7. Procedures for handling of fees related to summer school or night school;
8. 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;
9. Procedures for admitting students on waiver to extracurricular activities; and
10. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

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.

Approved July 15, 2013

- Legal Reference:           Neb. Constitution, Art VII, Sect. 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)
- Cross Reference:       505.05 Fines for Lost or Damaged Items  
                                  506     Student Activities  
                                  507.01 Student Records Access  
                                  801     Transportation  
                                  802.05 Free or Reduced Cost Meals Eligibility  
                                  1005.01 Public Complaints



**Please read the Homer Community School Student Handbook, which is available on our school website at [www.homerknights.org](http://www.homerknights.org), and return this form to the office by Friday, August 25, 2017. Extra copies of this handbook are available in the school office.**

*We acknowledge receipt and understand the contents of the Homer Community School Student Handbook.*

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Student Name(s) and Grade(s)**

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

Date \_\_\_\_\_

**\*\*Please return to the office by August 25, 2017\*\***

