

# Clarkson Public School



## Student Handbook 2017-2018

**“One School – One Team – One Goal”**

Clarkson Public School Mission

"Clarkson Public Schools working together to achieve excellence not only academically but through its students forming positive character to succeed in the world of tomorrow."

**ALL K-12 students enrolling in  
Clarkson Public School  
MUST present an official  
copy of their birth certificate  
which will be photocopied  
and kept in their  
permanent record file.**

The Clarkson Public School does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disabilities in admission or access to, or treatment or employment in, its programs and activities.

# Clarkson Public Schools

## Student Handbook

### 2017-2018

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# **INTRODUCTION**

## **Section 1 INTENT OF HANDBOOK**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations and general information about Clarkson Elementary and High 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 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 circumstances 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 the 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.

## **Section 2 WELCOME NEW STUDENTS**

Clarkson High School students and faculty extend a welcome to new students. The facilities of Clarkson are available for use and it is intended that they be used to their fullest extent.

Student enrollment is dependant upon documentation being provided, including birth certificate and up to date immunizations.

## **Section 3 STATEMENT BY THE ADMINISTRATION**

Welcome to Clarkson Public School. We hope that your summer has been enjoyable and that you are looking forward to the new year with enthusiasm.

Each of us is proud of our school, and we want it to be the best place possible to get an education. Maintaining a school to be proud of requires hard work and cooperation on the part of the students, teachers and administration.

There are a few basic rules that are necessary if our school is to function smoothly. The hope is that all students will cooperate and work within the rules for their benefit and for the benefit of the school.

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

Probably the most valuable lesson anyone can learn is the lesson of how to get along and work with others. Cooperation and hard work can go a long way in making Clarkson Public School the best school it can be. Have a good year.

## **Section 4 ACCREDITATION**

Clarkson Public School is a fully accredited school by the State of Nebraska.

## **Article 1 - SCHOOL DAY**

### **Section 1 BUILDING HOURS**

#### High School

The building is open to students at 7:30 a.m. and closes at 4:00 p.m. Any student or group of students in the building before 7:30 a.m. or after 4:00 p.m. must be supervised by a member of the faculty. The computer lab will be open at 7:30 a.m. daily and will shut down at 4:00 p.m.; unless other arrangements are made. Shutdown of lab may occur earlier on Fridays and other days when staff is not available to supervise.

#### Elementary

Teachers are formally on duty from 8:00 a.m. until 4:00 p.m. Supervision of children is provided during those times. For the safety of the students, we suggest they do not arrive prior to 7:30 a.m. as problems can develop when unsupervised groups of students are milling around. Students are permitted to go inside the building after 7:30 a.m. or on the playground but supervision will not be provided until 8:00 a.m.

## **Section 2 SEVERE WEATHER AND SCHOOL CANCELLATIONS**

The Superintendent of schools has been authorized by the Clarkson School Board of Education to close schools in case of severe weather. Representatives of the Superintendent's staff will notify staff and parents through an automated JMC message.

### Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. The decision to close school will be made as early as possible as to get the message out to the staff and parents as soon as possible. Any decision to close school will be **announced through an automated JMC message.**

### After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of the storm hits the area. In these cases as much advance notice as possible will be given to parents. If school is closed during the school day the notice will be broadcast through an automated JMC message and **parents should have a plan to accommodate these circumstances.**

### Parental Decision

Parents may decide that it is best 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.**

## ***Article 2 - USE OF BUILDING AND GROUNDS***

### **Section 1 ENTERING AND LEAVING THE BUILDING**

#### Beginning of School

##### High School

When students arrive at school after 7:30 a.m. they may go to their lockers to hang up their coats and to get their books, however they then must report immediately to the multi-purpose room. The 8:05 a.m. bell rings to notify students they need to go to their classes and the tardy bell rings at 8:10 a.m.

##### Elementary

When students arrive at school after 7:30 a.m. they should report to the multi-purpose room. Students may go to their classroom at 8:00 a.m. Teachers are formally on duty at 8:00 a.m.

#### During the School Day

Students are to remain in the building and on campus unless excused in accordance with school policies. Upon return to school during the school day, students should report to the office to check in. **A reminder to ALL students that it is your responsibility to check-in and out of the office when you come in late or need to leave early.** There is a check-in/out sheet in the office for this purpose. **Any student who comes in after 8:10 a.m. and/or leaves before 3:41 p.m. must sign in/out in the office.** It is the student's responsibility to keep track of attendance as if you do not check in or out you may be counted absent for more class periods than what may be missed.

#### End of School Day

The regular school day ends at 3:41 p.m. After school activities begin shortly after the 3:41 bell rings. It is important that students report to those activities or vacate the building as soon as possible after school is out.

### **Section 2 PERMISSION TO LEAVE THE BUILDING**

In case of illness or accident during the school day a student will report to the office. If the student's physical condition indicates he/she should leave the school, he/she will leave school with the principal's permission after his/her parents have been notified. **Students leaving the building without permission will receive an unexcused absence.**

Students are required to get permission from the office staff, principal, or superintendent to leave the building. Students who become ill during the school day will not be allowed to leave the building without permission granted by the parents.



### **Section 3 VISITORS**

All visitors must report to the school office upon entering the building. Parents are welcome (in fact encouraged) at all times. Please make arrangements with the office (administration or administrative assistants) before you plan to attend.

### **Section 4 DRUG FREE ENVIRONMENT**

Clarkson Public Schools declares all of our school 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.

### **Section 5 TOBACCO REGULATIONS**

The use or possession of tobacco on school property or during school sponsored activities is forbidden. Any student caught smoking or chewing tobacco or in possession of tobacco on school property or during school sponsored activities may be suspended from school up to three regular school days. Students will also be restricted from participation in activities. Repeated violations will result in longer suspensions, loss of privileges, further restrictions on participation in activities, and/or expulsion from school.

### **Section 6 ALCOHOL AND DRUG REGULATIONS**

The possession of or use of alcohol or other illicit drugs on school property or during school sponsored activities is strictly forbidden. Any student in possession of alcohol or other illicit drugs on school property or at a school sponsored activity or any student under the influence of alcohol or other illicit drugs on school property or at a school sponsored activity may be suspended from school for up to five regular school days. Students will also be restricted from participation in activities. Repeated violations will result in longer suspensions, loss of privileges, further restrictions on participation in activities, and/or expulsion from school.

Students failing to comply with these regulations and who are in violation of the law may be turned over to the proper legal authorities for investigation and appropriate legal action. Repeated infractions of regulations will result in the student being referred to the Board of Education for long-term suspension or expulsion.

### **Section 7 CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school district. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. **School issued items that are stolen from unlocked lockers are the responsibility of the student to whom they were issued.** Students must pay all fines before they can receive school publications and final grades.

### **Section 8 STUDENT LOCKER POLICY**

All lockers in the school are the property of the District and will be provided for student use at no charge. However, costs may be assessed at the end of the school term for damage considered over and above normal use. Students will be required to wash and remove all tape from their lockers at the end of the school year and a locker inspection will be part of the end of the year check out procedure.

Lockers may be inspected from time to time by the principal or his designated representative for the purpose of school safety or cleanliness. Items found in a locker search that might lead to criminal action against a student will be turned over to proper authorities. If local police wish to search a locker they will be allowed to do so in accordance with the law. No pornographic materials will be allowed in lockers. This will be left up to the discretion of the administration.

Padlocks will be issued by the school for all lockers in the locker rooms, for the junior high athletic lockers, and for the high school student's upstairs lockers upon request. Each student will be responsible for their padlocks. Each padlock must be returned at the end of the year in working condition. If a padlock becomes lost or damaged, the student responsible must pay \$5.00 to replace it. Students are responsible for ALL school property they are issued, this includes textbooks, library books, athletic equipment, and all other items. Students must return all items in good condition. Students must pay for any lost or damaged items.

### **Section 9 SEARCH AND SEIZURE**

Students possess the right to privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment to the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all it's students.

School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

- 1) General searches of school property (including personal items found in school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
- 2) Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety and security of others, or might possibly interfere with school purposes may be seized by school employees.
- 3) Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
- 4) A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

All discipline will be in relationship to board policy and subject to discipline committee or administrative review.

## **Section 10 TELEPHONE CALLS AND MESSAGES**

Only in cases of emergency will a student be called out of class for a telephone call or messages. Messages will be placed on your locker door or given to the student's teacher by the secretary. Students will only be allowed to use the telephone before and after school and over their lunch break, other times will be granted by special permission only.

Students are allowed to have individual cell phones in the classroom, they must be visible on the desk, or where the teacher advises the student to place them, and shut off. If the student is caught using the cell phone during class, the cell phone will be confiscated by the staff member.

The students may use their cell phone during lunchtime.

## **Section 11 STUDENT VALUABLES**

Students, not the school, are responsible for their personal property. The school cannot be held responsible for lost or stolen items. The school has combination padlocks for student use on their physical education, athletic team and book lockers. Students just need to request a lock from the principal. Students are highly discouraged from bringing valuables to school.

## **Section 12 LOST AND FOUND**

Students who find lost articles are asked to bring them to the office, where the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

## **Section 13 ACCIDENTS**

Every accident in the school buildings, on the school grounds, at practice sessions or at any athletic event must be reported to the administration immediately. An accident report will be filed in the administrator's office within 24 hours of the accident.

## **Section 14 INSURANCE**

Clarkson Public School makes available a school insurance policy for purchase by parents of students. This insurance is not mandatory, but will provide a level of protection to students in cases of accidents to help with potential costs of injury.

## **Section 15 EMERGENCY**

In the case of an emergency, the parent or guardian will be notified immediately. Please keep the school advised of where the parent or guardian can be located or who to call if they are not available in the event of an emergency. Other than a life-threatening situation, most medical personnel and/or emergency wards will need the permission of a parent or guardian to give any treatment. If a parent or guardian is difficult to locate, in some instances arrangements can be made by the parent or guardian for emergency treatment in your absence. Consult your doctor or emergency ward about this. School personnel cannot authorize treatment.

## **Section 16 BULLETIN AND ANNOUNCEMENTS**

If a student, staff member or teacher has an announcement it must be turned into the office by 8:30 a.m. to become a part of the daily announcements. Announcements will be posted on the schools' website before 10:00 a.m. for the staff to read to the students.

## **Section 17    COPYRIGHT AND FAIR USE POLICY**

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

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

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work.
- Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair". Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 18    SCHOOL TRANSPORTATION INFORMATION AND EXTRA CURRICULAR TRIPS**

### **Part 1 - BUS RULES**

- 1) The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly and fully with his/her requests.
- 2) Pupils must be on time; the bus will not wait for those who are tardy.
- 3) Unnecessary conversation with the driver is prohibited.
- 4) Pupils must not get on or off or move about within the bus while it is in motion.
- 5) No talking is permitted when approaching and stopping at a railroad crossing.
- 6) No pupil will at any time extend any part of his/her body out the bus windows.
- 7) When leaving the bus, pupils crossing the road must look both ways and make sure they can cross safely. Pupils must cross in front of the bus.
- 8) Pupils must not throw waste paper or other rubbish on the floor or out the window of the bus.
- 9) Outside of ordinary conversation, classroom conduct is to be observed by the students.
- 10) A pupil may be temporarily or permanently suspended from riding the bus for violation of the rules.

### **Part 2 - EXTRA-CURRICULAR TRIPS**

- 1) The above rules and regulations will apply to any trip under school sponsorship.
- 2) When the school sponsors a trip by bus, students are responsible to the bus drivers and the supervising sponsor or chaperon. Students will ride school transportation to and from all school sponsored activities with the following exceptions;
  - a) Students may accept rides home with their parents, grandparents or other student's parents after a school sponsored activity if their parent has presented a note to the activity sponsor before or at the activity. This note must be signed by the parent and given to the activity sponsor. Notes or messages will not be accepted from students but must be presented in writing by the student's parent.
  - b) At the beginning of each sport season, the school administration and sponsors will designate the pep band and dance team events where participants will attend and be provided school transportation. Students in pep band and dance team will be allowed to participate in the event if they do not use school transportation only when approved by the administration. Students using transportation other than school transportation do so at their own risk and are not covered by the Nebraska School Activities Association catastrophic insurance policy.

## **Section 19    POP MACHINES**

In order to adhere to State Regulations there will be no pop purchased over the noon hour. Pop and juice may be purchased at the school before and/or after school and be kept in the student locker throughout the day.

## Section 20 LUNCH PROGRAM

3012

### School Meal Program and Meal Charges

**Meal Program.** The district will make a school meal program available to students. The cost of the program will be determined by the Clarkson Public School board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

**Meal Charge Policy.** The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is if a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich. A negative amount of \$100 or more your child will receive a peanut butter and jelly sandwich, milk, vegetable, and fruit for lunch until your account is paid up. Cereal will be given at breakfast and absolutely no extras will be charged.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Student lunches will be kept track of with the JMC Lunch Program. Please keep a positive amount in your lunch account at all times. You can monitor your lunch account through your JMC account.

#### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

It has been determined that Clarkson Public Schools will observe a **closed campus** during the school day. Students are not to leave the school grounds at any time without special permission from the administration. Students are not allowed to sit in or drive cars during the lunch hour or during school time.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

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

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

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

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410*
- (2) Fax: (202) 690-7442; or*
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)*

*This institution is an equal opportunity provider.*

## **Section 21 EMERGENCY ALARMS**

The District has a planned procedure to ensure the safety of each student in the event of a tornado or fire. Drills are held periodically during the year to insure speed and efficiency in getting the children to their assigned places of safety.

### **Part 1 Fire Alarm**

The school is required by law to conduct fire drills. Without adequate fire drills serious results might occur. When the fire alarm is sounding, students are to pass from their respective rooms according to the posted evacuation routes. Please move quickly, but calmly through the halls. Each class will stay with their instructor. A signal will be given when to re-enter the building.

### **Part 2 Severe Weather Alarm**

A sustained tone will signal students and staff to move to the basement area due to a severe weather situation. In the event of a tornado warning that might occur at the time of dismissal, the children will be kept at school until the all clear is given. Children will not be permitted to leave unless the parents pick them up.

## **Section 22 DATING VIOLENCE PREVENTION**

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

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

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

## **Article 3 - STUDENT GUIDELINES**

### **Section 1 SCHOOL REGULATIONS**

We have few hard and fast regulations in our school. We believe that as long as pupils conduct themselves as ladies and gentlemen, few regulations are needed. We do not demand more of a pupil than that he/she conduct himself/herself in a respectable manner, be considerate of other pupils rights and that he/she make the best use of the opportunities available to him/her.

## **Section 2 COMMON SENSE REGULATIONS**

Displays of affection in school are not in good taste and will not be allowed.

Profanity or possession of profane materials will not be tolerated.

Students are expected to be orderly and mannerly when passing in the halls.

## **Section 3 STUDENT ATTIRE AND GROOMING**

Students are encouraged to dress in a fashion that reflects good taste and a style appropriate for a school day. If a style demonstrates that it is disruptive of the educational process, constitutes a threat to the safety and health of self or others, or is in violation of any statute, it will not be permitted in school.

The student's dress, personal appearance, and cleanliness, like his/her behavior, should reflect a sensitivity to and respect for others. Administration and/or staff members may require students to change clothing if necessary.

## **Section 4 ILLNESS**

If your child has a temperature of 100 or more he/she should be kept at home. **Do not send your child to school until they are fever free, with out medicine, for 24 hours.** Any fever that exists over a long period of time should be checked by your doctor. Please contact the teacher at any time for advice on school policy concerning various illnesses. If your child develops a fever at school, parents will be contacted.

## **Section 5 MEDICATION PERMISSION**

School personnel may not dispense medication to students without a release form signed by the parent/guardian on file with the teacher. Prescription medications must be in their original container with written instructions from the parent. Obtain a form from the teacher.

## **Section 6 HEALTH CHECKS**

Each year the school organizes health checks performed by a nurse. The checks include basic hearing, health, and eye check-ups. Should problems be suspected a form will be sent home with recommendations.

## **Section 7 COMMUNICABLE DISEASES**

Listed below are common illnesses for which children are most susceptible. Please consult your own physician for diagnosis and in determining when your child is ready to return to school after such an illness.

**Chicken Pox:** Onset is gradual with general run-down feeling. A rash follows, (usually beginning on trunk) that is red and turning into white blisters. Sick children should remain at home for one school week or 6 days following appearance of rash. Exposed children may attend school.

**Measles (Rubella):** Symptoms may include fever, hacking cough, and conjunctivitis. Sick children may not attend school until after one school week following the appearance of the rash. Exposed children may attend school.

**Measles (Rubella) also Roseola:** Child may feel ill and have low grade temperature. When rash occurs, child should remain at home for 4 days. Exposed children may attend school.

**Mumps:** Pain in chewing or swallowing may be earliest symptom, followed by chills and headache. Child should not return to school until all swelling has disappeared - usually two school weeks from onset.

**Conjunctivitis:** Symptoms usually include matting of the eye, inflammation and discharge from the eye. The child should be excluded from school until all signs have disappeared or treatment is occurring.

**Fifth Disease:** Usually the only symptom is rash with no other ill feelings. Child should remain at home until rash disappears.

**Impetigo:** Children suspected of having impetigo or ringworm should not be in school until medication is started or until a written note from a physician to the contrary is produced.

**Head Lice:** Symptoms - severe itching of scalp, red marks and sores on back of head and neck. Tiny white specks attached to the hair (eggs of nits). Children suspected of having head lice should not be in school until a treatment is completed. Consult doctor for his recommendation. The whole family should be treated. Wash bedding, clothing, combs and any article in contact with infested person. When a student is identified as having head lice the child will be sent home and will not be allowed back in the school until treated with an appropriate shampoo. There are medicated shampoo products available as a prescription or several over-the-counter brands. The student's hair will be inspected by a member of the staff upon return to school for eggs or nits attached to the hair shaft before being allowed to return. As long as treatment continues and/or no re-infestation is seen the child may remain in school.

**Scabies:** Severe itching at night. Areas most often affected: between fingers, inside wrist areas, folds of elbows, legs, arm pits, possibly genitals. Consult doctor, follow directions carefully, wash all bedding, clothing that comes in contact with infested person.

## **Article 4 - DISCIPLINARY ACTIONS**

The rules explaining the responsibilities of students found in this handbook have been established and clarified to assist students in conducting themselves in a responsible manner while participating in educational activities. Students who fail to conduct themselves in a responsible manner may be disciplined by the school. The discipline administered to any student who does not abide by school rules or assume his/her responsibilities is intended to improve the behavior of the student and/or protect the rights of others. Disciplinary actions can be administered by the administration, disciplinary committee and individual teachers.

### **Section 1 DISCIPLINARY ACTIONS THAT A TEACHER, THE DISCIPLINARY COMMITTEE OR ADMINISTRATOR CAN ADMINISTER (not necessarily in this order)**

**GUIDANCE** - A conversation between the student and school personnel. The purpose of this form of counseling is not to scold the student but to inform him/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.

**CONFERENCE** - A meeting of the student's parent(s) and school personnel to discuss the student's behavior or learning progress. The school intends to seek the assistance of the student's parent(s) in helping the student become a better student.

**DETENTION** - Requiring that a student remain after school for a period of time. The student is obligated to bring material to the detention to work on to improve his/her academic achievement at school. It is intended that students serving detention will work to improve his/her academic standing and learn how to avoid detentions in the future. Detentions will be 30 minutes in length. If three detentions occur in a semester the student will be referred to a disciplinary committee made up of three teachers and the principal for further action. The student will be required to stay within the next two days after the infraction and will be responsible for their own transportation. If a student misses a scheduled detention, other disciplinary action will be taken. Anyone having two or more detentions per semester will be required to take semester tests.

**SCHOOL CLEAN UP** - Requiring a student to clean up certain items of the school that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by him/her to encourage the student not to damage school property in the future.

**THE USE OF FORCE** - Teachers, administrators, and other school district employees may use physical force, in no greater measure than necessary, to restrain or direct the movements or actions of a student to restore order to the educational environment or to protect another, self or property. Corporal punishment is prohibited by Board Policy and Nebraska State Law.

### **Section 2 DISCIPLINARY ACTIONS THAT ONLY ADMINISTRATORS OR DISCIPLINE COMMITTEES MAY ADMINISTER (not necessarily in this order)**

**CHANGE OF CLASS SCHEDULE** - Assigning a student a new schedule of classes and/or teachers when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner. The intent of the action is to improve the student's behavior.

#### **RESTRICTION OF EXTRACURRICULAR ACTIVITIES**

Informing a student he/she cannot participate in certain activities because of his/her past behavior. Such action as this is intended to improve student behavior.

**SCHOOL PROBATION** - Action taken to prohibit the student from exercising certain privileges. The purpose of this action is to assist the student in resolving his/her behavior problems.

**REQUIREMENT THAT A STUDENT RECEIVE COUNSELING** - An action taken that may require a student to visit a school counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem.

#### **SUSPENSION AND EMERGENCY EXCLUSION**

(a) In School Suspension - A forced removal of a student from one or more classrooms. Such action will comply with state statute.

(b) Short Term Suspension - A forced withdrawal of a student from school. Such action will comply with state statute. A short term suspension will not exceed five school days in length.

(c) Long Term Suspension - A forced withdrawal of a student from school. Such action will comply with state statute. A long term suspension will not exceed twenty school days in length.

**EXPULSION** - The permanent withdrawal of a student from school. Such action will comply with existing state statute and will not exceed beyond the end of the current semester.

**LEGAL ACTION IN A COURT OF LAW.**

**Section 3 SHORT TERM SUSPENSION PROCEDURE**

The essential ingredients of due process afforded the student in a short term suspension (1-5 days) are as follows:

- 1) Notice of the charge against the student.
- 2) An explanation of the charge against the student.
- 3) An opportunity for the student's explanation of the incident(s), issue(s), and/or event(s).
- 4) Notification either verbally and/or in writing, within a reasonable time span, to the parents of the student stating:
  - a) reason(s) for the short term suspension.
  - b) dates of the short term suspension.
- 5) The decision of the administrator shall be final.

**Section 4 LONG TERM SUSPENSION PROCEDURE**

This procedure covers Long Term Suspension (6 to 20 days), expulsion, and exclusion.

The essential ingredients of due process afforded the student in Long Term Suspension, Expulsion, and Exclusion are as follows:

- 1) Written notification to parents indicating the following:
  - a) the rules or standards of conduct allegedly violated.
  - b) the penalty recommended by the school official in charge.
  - c) a statement indicating the student has a right to a hearing on the specified charges if requested.
  - d) a description of the hearing process and appeal procedure.
  - e) a form for parents to fill out in order for parents to request a hearing (to be signed and returned to the superintendent).

**Section 5 EXPULSIONS, EXCLUSIONS, SUSPENSIONS**

A pupil may be suspended or expelled from school by the administration on the basis of evidence that strongly indicates that the pupil has committed any of the following offenses while attending school or participating in or attending an activity sponsored by the school:

- 1) Destruction of school property.
- 2) Use of profanity or obscene language or the possession of obscene materials, including music recordings.
- 3) Excessive and/or chronic absenteeism.
- 4) Gross disrespect for teachers, school officials, or other employees.
- 5) Possession or use of tobacco, intoxicating liquors, narcotics, or hallucinating drugs or substances on or about the school premises.
- 6) Continuing behavior that seriously interferes with class work or the activities of the school.
- 7) Harassment of other students or persons in connection with any activities related to school.
- 8) Gambling.
- 9) Unsportsmanlike conduct involving opposing school teams and representatives, or officials at school contests.
- 10) Fighting.
- 11) Lewdness.
- 12) Impairing the health, safety, or welfare of students, teachers, or other persons.
- 13) Theft of school or personal property.

**Section 6 RIGHT TO DUE PROCESS**

Each student has a right to due process. Due process means each student has the right to know the rules, the right to know about any incidents of misconduct she or he is charged with, and the right to give an explanation of the incident. Due process also means the student must receive notification of any actions taken against her or him, and in certain incidents, the right to appeal.

Due process is outlined in the SHORT TERM SUSPENSION PROCEDURE and LONG TERM SUSPENSION PROCEDURE sections of this handbook (see page 10).



The APPEAL PROCEDURE is outlined in the EXTRA CURRICULAR ACTIVITIES section of this handbook.

## **Section 7 DETENTION PROCEDURE**

Procedure for handling detentions—any detentions that are given by teachers/staff will be handled by the teacher in the following manner:

1. The teacher will call the parents and inform them about the incident and set up a time for the student to stay in for detention time if they are riding a bus.
2. A teacher will monitor the detention time with the student providing proper work for the student to complete.
3. These procedures may be altered depending on the severity of the offense.

## **Article 5 - SUPPORT SERVICES**

### **Section 1 SCHOOL COUNSELING**

The counseling services provided by Clarkson Public Schools are designed to assist students to make effective use of their abilities and to set reasonable goals. In light of these objectives, guidance performs four general functions; career instruction, personal counseling, group counseling, and academic advising and support.

### **Section 2 HOW TO SEE THE COUNSELOR**

Students must present their teacher with a pass from the counselor to leave during the last ten minutes of class. The counselor is on duty before and after school for those students unable to find time to come to the counselor's office during the day.

### **Section 3 SPECIAL EDUCATION POLICIES**

The School District ensures that a free public education is available to all children with disabilities from birth through the school year in which the student reaches 21 years of age, including children who have been suspended or expelled from school. The requirement to provide a free appropriate public education does not apply with respect to children aged 18-21 to the extent that State law does not require that special education and related services be provided to the children with disabilities who, in the educational placement prior to their incarceration in an adult correctional facility were not actually identified as being a child with a disability under the IDEA or did not have an IEP under Part B of the IDEA.

#### **Part 1 Childfind**

All children with disabilities residing in the School District including children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

#### **Part 2 Identification, Evaluation and Verification**

The School District ensures that children with disabilities are evaluated in accordance with 92 NAC 51-006.

#### **Part 3 Individualized Education Program**

The School District ensures that an individualized education program (IEP), or an individualized family service plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

#### **Part 4 Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public and nonpublic institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

#### **Part 5 Procedural Safeguards**

The School District ensures that children with disabilities and their parents are offered the procedural safeguards required in 92 NAC 51-009. Procedures to ensure that testing and evaluation materials and procedures utilized for the purpose of evaluation and placement of children with disabilities will be selected and administered in the child's native language or mode of communication, unless it clearly is not feasible to do so, and no single procedures shall be the sole criterion for determining an appropriate educational program for a child.

#### **Part 6 Confidentiality**

The School District complies with the requirements contained in 92 NAC 51-009 relating to the confidentiality of records and information.

## **Part 7 Transition From Early Intervention Services To Preschool Programs**

Children participating in early intervention programs assisted under Part C of the Individuals with Disabilities Education Act, who will participate in preschool programs assisted under Part B of the Individual with Disabilities Education Act, will experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51. By the third birthday of the child, an IEP will be developed and implemented for the child. The School District will participate in transition planning conference arranged for the child.

## **Part 8 Children in Nonpublic Schools**

### **Children Enrolled in Nonpublic Schools by Their Parents**

To the extent consistent with the number and location of children with disabilities who are enrolled by their parents in non-public elementary and secondary schools, provision is made for the participation of those children in special education and related services in accordance with the requirements contained in 92 NAC 51. The School District's policy relating to child find activities applies with respect to children with disabilities who are enrolled in nonpublic, including parochial, elementary and secondary schools.

## **Part 9 Children Placed in or Referred to Nonpublic Schools by the School District**

Children with disabilities in nonpublic schools and facilities are provided special education and related services in accordance with an individualized education program, at no cost to their parents, if the child is placed in, or referred to nonpublic schools or facilities by the School District as a means of carrying out the requirements of IDEA or any other applicable law requiring the provision of special education and related services to all children with disabilities. Children served by nonpublic or facilities as a result of a referral by the School District will have all the rights they would have if served by the School District.

## **Part 10 Payment for Education of Children Enrolled in Nonpublic Schools Without Consent of or Referral by the Public Schools**

The School District is not required to pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the School District made a free appropriate public education available to the child and the parents elected to place such child in such nonpublic school or facility.

If the parents of a child with a disability, who previously received special education and related services under the authority of the School District, enroll the child in a nonpublic elementary or secondary school without the consent of or referral by the School District, a court or a hearing officer may require the School District to reimburse the parents for the cost of the enrollment if the court or hearing officer finds that the School District had not made available a free appropriate public education to the child in a timely manner prior to that enrollment.

The cost of the reimbursement may be reduced or denied if at the most recent IEP meeting the parents attended prior to the removal of the child from the School District, the parents did not inform the IEP team that they were rejecting the placement proposed by the district to provide a free appropriate public education to their child, including stating their concerns and their intent to enroll their child in a nonpublic school at public expense; or 10 business (including any holidays that occur on a business day), prior to the removal of the child from the school district, the parents did not give written notice to the School District of the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required if the parent is illiterate and cannot write English, if compliance with the requirement would likely result in physical or serious emotional harm to the child, if the school prevented the parent from providing the information or if the parents had not received notice required by 92 NAC 51-009 of the parents responsibility to provide notice to the School District.

The reimbursement may also be reduced or denied if prior to the parents removal of the child from the School District, the school district informed the parents, through the notice requirements described in 92 NAC 51-009, of its intent to evaluate the child (including a statement of the purpose of the evaluation that was appropriate and reasonable), but the parents did not make the child available for the evaluation.

The reimbursement may also be reduced or denied upon judicial finding of unreasonableness with respect to actions taken by parents.

## **Part 11 Comprehensive System of Personnel Development**

The School District ensures that all personnel necessary to carry out the requirements of the Individuals with Disabilities Education Act are appropriately and adequately prepared and to the extent that the School District determines appropriate the district will contribute to and use the Comprehensive System of Personnel Development of the State.

## **Part 12 Personnel Standards**

The School District will use performance indicators established by the State to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates and graduation rates. The School District will provide the Nebraska Department of Education with information

necessary to enable the state to carry out its duties, including those duties relating to the performance of children with disabilities participating in special education programs under the Individuals with Disabilities Education Act.

### **Part 13 Participation in Assessments**

The School District ensures that children with disabilities are included in district-wide assessment programs, with appropriate accommodations, where necessary. As appropriate, the school district develops guidelines for the participation of children with disabilities in alternate assessments for those children who cannot participate in district-wide assessments and develops and, beginning no later than July 1, 2000, conducts those alternate assessments. The School District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

### **Part 14 Suspension and Expulsion Reporting**

The School District will report data to the Nebraska Department of Education to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

## ***Article 6 - STATE AND FEDERAL PROGRAMS***

### **Section 1 GRIEVANCE PROCEDURE**

As a student of Clarkson Public School you are protected from discrimination in the following areas:

admission to school	access to enrollment in courses
access to and use of school facilities	counseling and guidance materials, tests, & practices
vocational education	physical education
competitive athletics	graduation requirements
rules, regulations, and benefits	treatment as a married and/or pregnant student
health services	school sponsored activities
most other services	

If you believe that you have been discriminated against you may make a claim that your rights have been denied. This claim or grievance may be filed with administration.

You will be asked to write down the actions, policies, or practices which you believe are discriminatory. You may receive help from administration. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. at the same time you file the grievance during or after use of the grievance process, or without using the grievance process at all. If you do file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination. In preparing your grievance you should give thought to the following:

The exact nature of the grievance - how you believe you may have been discriminated against, and any persons you believe may be responsible.

The date, time and place of the grievance.

The names of witnesses or persons who have knowledge about the grievance.

Any available written documentation or evidence that is relevant to the grievance.

The actions that could be taken to correct the grievance.

If you wish to discuss your rights or want to obtain help in filing a grievance, contact administration.

### **Section 2 NON-DISCRIMINATION**

Clarkson Public School does not discriminate on the basis of sex, race, national origin, marital status, age, or disability in the admission or access to, or treatment of, or employment in, its programs and activities. It is the intent of Clarkson Public School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Clarkson Public School. It is the intent of Clarkson Public School to ensure that students who are regarded as possessing a disability (handicapped) within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriated educational services.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this

policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI may be directed to (the designated employee's name, address and telephone number) or in the case of Title IX and the Rehabilitation Act to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

Clarkson Public School will not discriminate against or exclude any student from an educational program or activity (including any class or extracurricular activity) on the basis of pregnancy or related conditions unless the student requests to voluntarily participate in a separate portion of the program or activity. The school has the right to request a written statement from a doctor granting permission for the student to participate.

### **Section 3 CONFIDENTIALITY**

The Family Education Rights and Privacy Act of 1974, assures the confidentiality of student records. Under this law, students, former students, and parents/legal guardians are guaranteed access to official education records, the opportunity to challenge records they believe to be inaccurate, misleading, or otherwise inappropriate, and the right to a hearing should a conflict result.

All material in each student cumulative folder shall be treated as confidential and shall be directly accessible only to the professional staff, the parent, and student. Such information demands judicious use and always should contribute to the welfare of the individual under consideration.

Parents, legal guardians, or students of legal age may request in writing that information contained in a student's cumulative folder be released to other agencies.

### **Section 4 HARASSMENT AND BULLYING**

It shall be the policy of the Clarkson Public School District to prohibit sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction.

The Clarkson School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation and bullying. Harassment, intimidation and bullying are acts which disrupt a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff and volunteers to provide positive examples for student behavior. Harassment, intimidation or bullying means any intentional written, verbal or physical act, when the intentional written, verbal or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

### **Section 5 STUDENT FEES POLICY**

#### **Student Fee 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 educational 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.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

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 may be provided with a musical instrument of the school's choice.

Waivers shall be provided upon request to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

These are possible costs or materials a parent may expect to pay or provide. Clarkson Public Schools charge NO fees and require no basic supplies.

#### **K-6 Program**

<u>Program</u>	<u>Cost/Materials</u>
• P.E.	gym shoes
• Art	old paint shirt
• Field Trips	lunch money
• Kindergarten Supplies	request \$5 donation
• Reading Book Order	\$0-50 (family's choice)
• Athletic Game Admission	\$4 per contest

#### **7-12 Program**

<u>Program</u>	<u>Cost/Materials</u>
• Band	instrument rental or school supplies instrument
• Industrial Technology	appropriate work clothes
• Woods	appropriate work clothes, materials for personal project
• Speech	team shirts
• Journalism	team shirts
• All Sports	team shirts and such "personal equipment" as needed
• Football	\$25-\$100 jersey
• Softball	jersey and specialized shoes
• Basketball	\$35-50 shooting shirts
• Wrestling	specialized shoes and headgear
• Track	specialized shoes
• Golf	golf clubs
• Dance team	shoes, uniform
• FFA	contact Leigh
• FCCLA	contact Leigh
• Dances	\$15-25 a year
• Athletic Game Admission	\$4 per contest
• Field Trips	lunch money
• Sports Camps	\$0-300
• College Courses	credit hour, books, fee, and costs paid to college
• P.E.	shorts, shirt, appropriate undergarments and shoes

A vast majority of these costs/supplies are determined by the parent and student and their choices/decisions. They are not all required to attend our school or participate in activities. This list is, however, a good indication of costs that may be incurred and materials that may be needed.

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver upon request or be provided the necessary materials or equipment without charge for fees, specialized equipment and specialized attire required for participation in extracurricular activities. **A waiver of fees form will be available in the superintendent's office and must be filled out and given, by the parent or guardian of a student, to the staff member in charge of the class or activity for which a fee is assessed.** Upon verification that fee will be waived. The waiver of fees form must be filled out during the first week of school or the first week of whenever the specified activity has begun. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

## **Article 7 ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY, AND THE INTERNET**

### **1. Purpose**

Internet access, electronic mail (e-mail) and network resources are available to teachers, administrators, and students in the Clarkson Public School District solely for educational and instructional purposes and other purposes consistent with the educational mission of the school district. Use of the Internet, e-mail, and district network is a privilege.

With Internet and e-mail access comes the availability of material that may not be considered appropriate in a school setting. The district cannot regulate and monitor all the information received or sent by persons who use the Internet or e-mail; and the district cannot ensure that students who use the network, Internet or e-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The district believes, however, that the availability and value of the Internet and e-mail far outweigh the possibility that users may procure inappropriate or offensive material.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To this end, the Clarkson Public Schools support and respect each family's rights to decide whether or not to apply for access.

### **2. Authority**

The district reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage.

Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private.

The district employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act (CIPA). The filter may not be disabled for use by students or other minors for any reason.

All students, administrators, and staff members who use the Internet, e-mail, and other network facilities must agree to and abide by all conditions of the policy. Students may not use the district's computers for access to the Internet or for e-mail without the approval or supervision of a teacher or school district staff member.

The district makes no warranties of any kind, whether express or implied, for the service it is providing. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, nondeliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.

The district assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

The district must preapprove subscriptions to listservs. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.

### **3. Guidelines**

#### **General Prohibitions**

Use of the Internet, e-mail, and network must be in support of the educational mission and instructional program of the district. With respect to all users, the following are expressly prohibited:

1. Use for inappropriate or illegal purposes
2. Use in an illegal manner or to facilitate illegal activity.
3. Use for commercial, private advertisement, or for-profit purposes.
4. Use for lobbying or political purposes.
5. Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system,
6. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
7. The illegal installation, distribution, reproduction or use of copyrighter software.
8. Use to access, view or obtain material that obscene, pornographic, including child pornography, or harmful to minors.
9. Use to transmit material likely to be offensive or objectionable to recipients,
10. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
11. Use to misrepresent other users on the network.
12. Use of another person's e-mail address, user account or password.
13. Loading or use of unauthorized games, programs, files, music or other electronic media.
14. Use to disrupt the work of other persons. Hardware or software of other persons shall not be destroyed, modified or abused in ay way.
15. Use to upload, create or attempt to create a computer virus.
16. The unauthorized disclosure, use or dissemination of personal information regarding minors.
17. Bullying/cyberbullying
18. Use which involves any copyright violation
19. Use to invade the privacy of other persons.
20. Posting anonymous messages.
21. Use to read, delete, copy or modify the e-mail or files of other users or deliberately interfering with the ability of other users to send or receive e-mail.
22. Use while access privileges are suspended or revoked.
23. Any attempt to circumvent or disable the filter or any security measure.
24. Use inconsistent with network etiquette and other generally accepted etiquette.

#### **Student Prohibitions**

Student users and any other minors shall not:

1. Use the system to access inappropriate or obscene materials or materials that may be harmful to minors.
2. Disclose, use or disseminate any personal identification information of themselves or other students.
3. Engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

#### **Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others. General district rules and Board policies for behavior and communicating apply.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of others
4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Consider all communications and information accessible via the Internet to be private property.
7. Do not order any materials or use credit cards while using the district network.

8. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color religion, creed, ethnicity, age marital status or handicap status.

### **Security**

Security on any network is a high priority especially when the system involves many users. Each user is required to report any security problems to the system administrator. The problem is not to be demonstrated to other users.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Consequences of Inappropriate Use**

The user, whether a student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures, and prohibitions listed in this policy may result in the loss of access to the network, Internet and e-mail. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution. The district reserves the right to remove a user from the network to prevent unauthorized or illegal activity.

The use of the Internet and e-mail is a privilege, not a right. District administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

### **4. Delegation of Responsibility**

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

By signing the acknowledgement form that accompanies the student handbook, you, the student and the parent, are agreeing to follow the rules in this Policy. A student who submits to the School, as directed, a properly signed handbook acknowledgment form and follows the Policy to which s/he has agreed will have computer network and Internet access during the course of the school year only.