

## ***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 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, vaping, chewing tobacco or in possession of such paraphernalia 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.

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 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 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.

Upon entering the classroom all students will place their personal devices in the designated area, turned off or set to "silent" and will be able to retrieve their device at the end of the period. Refusal to follow this will result in the device being confiscated by the staff member for the class period. There will be further discipline, if compliance to follow is refused.

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 coursework, 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, SHUTTLE & VAN RULES**

- 1) The driver is in full charge of the vehicle and pupils. Pupils are requested to comply promptly and fully with his/her requests.
- 2) Pupils must be on time; the school vehicle 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 school vehicle 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 school vehicle windows.
- 7) When leaving the school vehicles, pupils crossing the road must look both ways and make sure they can cross safely. Pupils must cross in front of the school vehicle.
- 8) Pupils must not throw waste paper or other rubbish on the floor or out the window of the school vehicle.
- 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 school vehicle 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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.*

*Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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 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, without 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 within JMC or registration paperwork. 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 infected 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 infected 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, MTSS TEAM 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 the MTSS team 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. All devices will be turned into the office at the start of the ISS. The student will then work on assigned work in the designated ISS room for the duration of the time to be served.
- (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

## **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. Teacher will then record in MTSS Student Data Spreadsheet.
- 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 if 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 cost for materials	appropriate work clothes, materials for personal project or
· Speech	team shirts
· Journalism	team shirts
· All Sports	team shirts and such "personal equipment" as needed
· Football	\$25-\$100 jersey, specialized shoes
· 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
* FBLA	membership dues, t-shirts
· Dances	\$15-25 a year
· 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.

# Clarkson Elementary School

## Article 1                      STUDENT PROTECTION

### **Section 1**                      **TRAFFIC SAFETY**

The safety of children on their way to and from school, and around the school, is of vital concern to all of us. Parents driving children to and from school should reduce speed when entering and driving around the school grounds. We would appreciate your cooperation in this, too, by dropping off and picking up students in the rear of the building. Traffic will flow one way from east to west. All drop-offs and pick-ups of students before and after school should take place there. During school hours we will use the doors on the west side of the school and all students (K-12) should sign out in the office.

### **Section 2**                      **BICYCLES**

Pupils should park their bicycles in the racks provided as soon as they arrive at school. The school cannot assume responsibility for bicycles and urges pupils to keep them locked. No bicycle riding is permitted after the child arrives at school until he leaves for home at the close of the school day. Bicycle safety driving rules should be followed at all times. Students are asked to exercise caution on their bicycles until they are off of the school grounds and clear of walking children.

### **Section 3**                      **PLAYGROUND SAFETY**

In order that everyone may enjoy the playground with the greatest possible safety, the following rules will be strictly enforced:

- 1) Students are not to be on the playground before 8:00 a.m. and there will be no before school or after school playground supervision.
- 2) Rough contact games, such as tackle football, will not be permitted.
- 3) When crossing the street on the way to or from school, students are to cross only at the protected crossing.
- 4) Students are to leave the building and the grounds immediately upon dismissal, except for those students living in the country who find it necessary to wait for transportation.
- 5) Students must have permission to re-enter the building after dismissal.
- 6) Snowballing is not allowed.
- 7) The playground supervisor has the full authority to stop any activity, including any not herein described, which seems contrary to the best interests of all the students.

## Article 2                      TIPS FOR STUDENTS

### **Section 1**                      **ATTENDANCE AND TARDINESS**

No child can be expected to successfully do his classroom work if his attendance is irregular. A child should be in school every day that he is physically able. To miss a day may mean that the child will miss the introduction or development of some necessary skill.

Parents are required to notify the school when their child is absent. If a student is absent and a phone call has not been received by 8:45 am, school officials will contact the parents. In cases where a student knows ahead of time that he/she will be absent, it is mandatory the parents send a note or make a phone call explaining the reason for the absence so that assignments may be completed before the absence. The note must be signed by the person making the request. Whenever it is necessary to take a child from school, a parent or guardian must make such a request to the teacher.

In the elementary school, student absences will be tabulated on an hourly basis.

- 1) **Each student will be allowed 8 absences per class period of excused absences per semester. These excused absences shall include illness, appointments, workdays, and some other parental requests. Students and parents will receive written notification along with a letter being sent to the county attorney when the student has received 5 excused absences for the semester. Absences in which the student has**

a written statement from a medical doctor requesting the student not attend school will be included in the 8 excused absences. Absences due to school-sponsored activities will NOT be included in the 8 excused absences.

- 2) If a student is absent beyond these limits for any reason, he/she (along with his/her parents) will be required to meet with the principal and/or discipline committee to show why he/she should receive credit for the classes.
- 3) According to Nebraska State Statute 79-209, “If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides. The county attorney may file a complaint against a person violating section [79-201](#) before the judge of the county court of the county in which such person resides charging such person with violation of section [79-201](#) or may file a petition under the Nebraska Juvenile Code alleging the person violating section [79-201](#) is a juvenile described in subdivision (3)(a) or (3)(b) of section [43-247](#). Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism. “

## **Section 2 HONOR ROLL AND SUPERIOR HONOR ROLL**

The third through sixth grade will have an honor roll recognition program. To achieve honorable mention a student must have an average between 86% - 89.4% and cannot have any grade below 77%. To achieve honor roll a student must have an average between 90% – 95.4% and cannot have any grade below 77%. To be eligible for the superior honor roll a student must have an average of 96% or above and cannot have any grade below 77%. Only the student’s core classes will be averaged.

## **Section 3 BOOKS AND SUPPLIES**

Most books and supplies are supplied by the school district. However pupils may be asked to bring things from home. The classroom teacher will make these requests either verbally to the children, or a note will be sent home.

Children are responsible for all supplies provided for their use. Children are expected to pay for lost or damaged books, supplies, and equipment. Children or parents are also required by law to pay for willful damage to any school property, which may include broken windows, defacing the building and damage to books.

## **Section 4 MEDIA CENTER**

The high school building has a media center and library. A teacher instructs students in library skills and stimulates interest with a variety of activities.

The number of books checked out at one time and the number of days books may be checked out, is determined by the media specialist in cooperation with the teacher. Fines for lost books are not collected but the child will pay for the book if lost. Please help your child to care for his book and protect it from pets or smaller children.

## **Section 5 PHOTOGRAPHS**

Photos are taken of all students at school. They are offered for purchase on a strictly optional basis though all students must have one taken for the yearbook. Photos must be prepaid.

## **Section 6 PHYSICAL EDUCATION**

Board of Education policy requires that all students, grades Kindergarten through 8th grade take physical education. However, a parent may specify in writing to their school teacher, particular portions of the physical education program which they do not want their children to take. Students may also be excused upon presentation of a physician's certification that the child is physically unable to take physical education.

## **Article 3**

## **TIPS FOR PARENTS**

### **Section 1 STUDENT RECORDS**

A cumulative folder is kept on every student. These records include: attendance, grades, standardized test scores, and other information. These are confidential and can only be seen by school personnel, the child, or the parents upon request.

### **Section 2 FIELD TRIPS**

Field trips are an important and integral part of the total school curriculum. This type of experience broadens the experiences and knowledge of the students. When a class is planning on a field trip the parents will be notified by a note sent home with the child, of where they will be going and the approximate time they will be gone from school.

### **Section 3 VISITATION**

Parents are welcome to visit the school at any time. We would prefer notification that you are coming, however out of courtesy. One day notice is sufficient. If you're interested in observing a particular class, please contact the teacher beforehand to find out the time of day the subject is to be taught and to arrange seating. We ask that you conduct yourself in a manner consistent with maintaining the best possible learning environment for all students. We suggest you not visit during tests, as a visitor can be distracting to some students and interfere in their concentration on the task. The office needs to be informed upon your arrival.

### **Section 4 CONDUCT**

Children should be well behaved in school, and comply with all school policies and regulations, they should respect and obey all persons in authority and be ready to accept the consequence of their own actions. Self-discipline of all students is the goal. When breaches of discipline do occur, professional personnel are authorized to use reasonable and appropriate means to correct it. Primary discipline should be the responsibility of the parents and we ask your help in maintaining our use of this policy.

### **Section 5 INCLEMENT WEATHER**

During inclement weather children are permitted to come inside the school before school begins and play indoors for recess. Before 8:00 children are to go in to the school cafeteria. At 8:00 they can proceed to their rooms.

We feel that outside play during recess is refreshing and quite important. Therefore, we do require that all children go outside during the noon hour if conditions permit. If children return to school following an illness, they should be sufficiently enough recovered so they can go outside with the others. Please dress them appropriately for outdoor activities.

### **Section 6 SUPERVISION OF PUPILS**

All children are under adult supervision during the school day (8:00 a.m.-3:40 p.m.). No formal supervision is provided before or after those times other than on school grounds before the first bell and between school dismissal and bus routes.

Please help your child to plan his/her arrival time close to 8:00 a.m. Problems can quickly emerge in a group of children waiting for time to enter school. Children may come in during inclement weather or on very cold days to a small waiting area in the high school as long as they are orderly.

In some cases, students must arrive early. If that is the case, please keep in mind that adult supervision is not provided before 8:00 a.m. and staff is not on duty until 8:00 a.m. or after 4:00 p.m. Students will have been directed to stay in designated waiting areas.

### **Section 7 ENROLLMENT INFORMATION**

It is important that we keep information about the students current. When you change phone numbers, jobs, baby sitters, emergency numbers and the like, please let us know. Please be sure we have someone to contact when you cannot be reached.

Student information is requested from time to time by organizations or individuals such as Cub Scouts, birthday parties and the like. If you do not want information regarding name, address and phone distributed without your permission, please notify the school in writing. Other records regarding performance or characteristics of student will not be released without parents or guardians signed permission.

## **Section 8                      HOMEWORK**

Generally, elementary students in K-2 grades have minimal homework. Children need their hours away from their work to enjoy, explore and share in their family life. Most homework in lower elementary includes skill building in math and reading. On occasion when a child has been absent his makeup work will be sent home, if it is material that can be handled without further teacher instruction. Students in 3rd-6th grades will have homework but if your child continually brings excessive amounts of work home, it would be wise to contact the teachers.

## **Section 9                      AFTER SCHOOL**

Students are sometimes kept after the 3:41 dismissal time to give them special help, have them complete assignments given earlier or to work on special activities. If a student has not used his study time during the day to complete the work assigned, he/she may be asked to stay to finish it.

It is the practice that if the time is going to be 4:00 p.m. or beyond, students will call the adult to whom they are to report to after school.

## **Section 10                    ITEMS FROM HOME**

For reasons of safety and health items such as knives, guns, tobacco, or things which do not contribute to the purpose of school but do tend to be distracting are prohibited at school. The use of candy and gum is forbidden except on special occasions. It is suggested that students do not bring extra money or their personal toys such as footballs, basketballs and the like to school. Schools have equipment available for play. Baseballs are not permitted on the playground.

## **Section 11                    PETS AT SCHOOL**

Regarding children bringing pets to school, the following rules are suggested:

1. Please arrange with the classroom teacher, in advance, a time to bring the animals.
2. All dogs and cats brought to school must have been immunized against rabies.
3. Pets are to be brought by the parents or adult and taken home after the showing.
4. If a small pet is kept in the classroom, its cage must be kept clean and sanitary conditions maintained.

## **Section 12                    SCHOOL PARTICIPATION**

Active participation of parents in school activities is encouraged. Your support and interest will help contribute to a good school environment. Any time you have questions, concerns, suggestions, etc., feel free to call the principal. Call when a problem arises or when a crisis at home may cause a child to be inattentive in school. Call when the child is enthusiastic about a particular class project . . . or seems to be having unusual difficulty with one. Call when you have a question about a class activity. Call the school to check out the facts when you hear a rumor.

## **Section 13                    VOLUNTEERS**

Clarkson does have an active volunteer program. Volunteers could be used in the library program, as student tutors, in the classrooms as aides and at home to do tasks for the teacher such as cutting out letters. Teachers prepare the material to be used with the students and deliver the instruction. A volunteer can help a student complete the tasks assigned.

Some training can be provided for the task volunteers are asked to do. You are encouraged to volunteer an hour, 3 hours, a half day, whatever you have available. You do not need a teaching background or special skills - just caring for children to do the work. Most volunteers have found it to be a very satisfying experience and made them feel they know their school and the children much better as a result. If you are interested, contact your child's teacher or principal.

## **Section 14**                      **STUDENT ASSISTANT PLAN**

A Student Assistant Team (SAT) / Multi-Tiered System of Support (MTSS) headed by the school counselor and made up of two or more teachers, the principal, parents, and other appropriate persons meet to assist a teacher with ways within the regular school setting to help a student experiencing problems impacting their learning at school.

***MTSS provides a framework that incorporates screening, progress monitoring, and data-based decision making to provide effective instruction.***

- 1. Critical responsibility: All stakeholders believe they are responsible for ensuring that each student learns at a high level.***
- 2. Concentrated instruction: Curriculum is developed based on identified essential learning. Personalized learning paths are developed in order for each student to attain a high level of mastery.***
- 3. Convergent assessment: The systemic use of data to determine the learning needs of each student and monitoring the effectiveness of instruction in regards to meeting those needs.***
- 4. Certain access: There is an articulated process that guarantees each student with the support and time he/she needs in order to learn at high levels.***

If the suggestions from this group do not result in improvement and the problems persist, the student may be referred for more formal evaluation. If the evaluation confirms a need for special education services, a meeting will be held with parents and the teaching staff involved to review the results and recommendations for placement in an area of special education services. Parents will be informed of all problem solving efforts and results.

## **Section 15**                      **AN OPEN INVITATION**

You are encouraged to visit the classrooms, take an interest in school activities and your child's work, and call if you have questions, ideas or concerns to share with us. You are always welcome. Your interest helps us help your child. Please make prior arrangements with teachers for visits and check in with the office upon your arrival. Continual visits or appearances may disrupt the routine of the rest of the class and negatively affect learning.

File: 1005.03

## **Article 4**                      **PARENTAL INVOLVEMENT IN THE SCHOOLS**

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

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

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

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

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

the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

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

The following six items allow the board to comply with No Child Left Behind, Title I, Sec. 1118, P.L. 107-110:

Approved:                      Reviewed:                      Revised: 1-25-16

1. The board will involve parents in the development of the Title I Plan, the process for school review of the plan and the process for improvement;
2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. The board will provide assistance, opportunities, and/or material for helping parents to understand topics related to their child's academic achievement in a format and in a language the parents can understand.
4. The board will coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The board will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
6. The board will involve parents in Title I activities such as meetings, reading activities and more.

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

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

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

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

The following is an example:

### Clarkson Public School Parent/Student/Title I Plan

Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Show respect and support for each child, teacher and school
- Communicate with child and school
- Provide reading time and materials
- Provide place, time, and assistance for practicing skills
- Model life-long learning

Signature \_\_\_\_\_

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- Show respect and pride for self, school and others
- Demonstrate responsibility for being prepared and completing assignments
- Be responsible for my own behavior

Believe I can and will learn

Signature \_\_\_\_\_

Title I Teacher:

I understand the importance of the school experience to every student and my role as teacher. I agree to carry out the following responsibilities:

Communicate expectations clearly

Believe each student can learn

Help each student reach full potential

Provide an environment conducive to learning

Maintain open lines of communication between school and family

Signature \_\_\_\_\_

HOMELESS POLICY - A dispute resolution process is in place and the parent, guardian, or unaccompanied youth is informed of the Right to Appeal disputed decisions made by the school district, to the Commissioner of the Nebraska Department of Education.

\*A party may appeal the decision of the Commissioner by filing a Petition with the State Board of Education (see NDE Rule 19, 005.03c)

\*Child or youth will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

\*Local education agency liaison will assist unaccompanied homeless youth, parent, or guardian in carrying out the dispute resolution process.

\*District will provide written response, including explanation, within 30 calendar days of the time the complaint or dispute is brought.

\*Process contains notice of the Right to Appeal in writing to NDE Commissioner within 30 calendar days as provided in NDE Rule 19

# Clarkson High School

## **Article 1**                      **ACADEMICS**

### **Section 1**            **REGISTRATION**

Students in grades 7-11 will pre-register for the next year's classes during the spring semester of the preceding year. Prior to the beginning of the semester students will be able to make changes in their schedule. Only under certain circumstances will a student be able to make changes after the start of the semester. Please see "Drop/Add Procedures" for details on the process. When students register for classes during their high school years they must pay close attention to the graduation requirements set forth in this section. The Guidance Counselor & Principal will review all schedules to ensure that they follow the MTSS guidelines. Any schedules that do not meet that initial requirements will be reviewed on an individual basis.

### **Section 2**            **GRADUATION REQUIREMENTS**

A student must earn at least 240 credit hours to be eligible for graduation from Clarkson High School.

#### **SPECIAL REQUIREMENTS**

- |                       |                  |
|-----------------------|------------------|
| 1) English            | 40 credit hours  |
| 2) Social Science     | 40 credit hours  |
| 3) Math               | 30 credit hours* |
| 4) Science            | 30 credit hours  |
| 5) Physical Education | 20 credit hours  |
| 6) Career Education   | 20 credit hours  |
| 7) Personal Finance   | 10 credit hours  |

\*8<sup>th</sup> graders will be placed in either algebra or pre-algebra according to past history, Achievement Test scores, and state assessments. Once a student is placed he/she will be expected to pass 10 hours in the classes he/she was placed. Math credits earned in 8<sup>th</sup> grade do not count as the high school 30 math credits.

### **Section 3**            **PROGRAMS OF STUDY**

Clarkson High School provides three programs of study. One program for students who plan to earn a baccalaureate degree in post high school education. A second program exists for students who plan to earn an associate degree in post high school education. The third program of study is for students who do not plan to earn a post high school degree. Recommended courses of study for each program are listed below.

#### **BACCALAUREATE BOUND**

- 1) A minimum of 240 total credits.
- 2) A minimum of 40 English credits including English 9, English 10, English 11 and College Prep English 12.
- 3) A minimum of 40 Mathematics credits including Algebra I, Geometry, Algebra II, and PreCalculus.
- 4) A minimum of 40 Science credits including Physical Science, Biology, and at least two from Chemistry, Physics, and Anatomy and Physiology.
- 5) A minimum of 40 Social Science credits including World Geography, American History, American Government, and Current Events.
- 6) A minimum of 20 Career Education credits.
- 7) At least 20 credits recommended in foreign language.

#### **ASSOCIATE BOUND**

- 1) A minimum of 240 total credits.
- 2) A minimum of 40 English credits including English 9, English 10, English 11, Applied Communications, College Prep English 12 OR General English 12.
- 3) A minimum of 30 Mathematics credits.
- 4) A minimum of 30 Science credits including Physical Science and Biology.
- 5) A minimum of 40 Social Science credits including World Geography, American History, American Government, and Current Events.
- 6) A minimum of 20 Career Education credits.

- 7) At least 10 credits is encouraged in foreign language.

**GENERAL EDUCATION**

- 1) A minimum of 240 total credits
- 2) A minimum of 40 English credits including English 9, English 10, English 11, Applied Communications, College Prep English 12 OR General English 12.
- 3) A minimum of 30 Mathematics credits.
- 4) A minimum of 30 Science credits.
- 5) A minimum of 40 Social Science credits including World Geography, American History, American Government, and Current Events.
- 6) A minimum of 20 Career Education credits.

**Part I: College Requirement lists for UNL, UNK and recommendations for Wayne State College**

The admission process will vary from college to college but most recommend the following requirements. It is suggested that the student look at the different schools, which offer majors of their areas of interest, then they can make their four-year plan from that. Students make a tentative four-year personal learning plan in 8<sup>th</sup> grade careers. Students should seek assistance from the school counselor.

<b>Subject</b>	<b>UN-Lincoln</b>	<b>UN-Kearney</b>	<b>Wayne State</b>
English	4-years (All units must include intensive reading and writing)	4- years (same as UNL)	4- years
Mathematics	4- years (must include Algebra I and II, geometry and one additional unit that builds on a knowledge of algebra)	3- years (must include Algebra I, II and Geometry but highly recommend 4 years)	3- years
Social Science	3- years (including at least 1-unit of American and/or world history, one additional unit of history, American Government, and/or Geography, and a third unit from any social science discipline)	3- years (same as UNL)	3- years
Natural Sciences	3- years (including at least 2-units selected from biology, chemistry, physics, or earth sciences. One of the units must include laboratory instruction.)	3- years (same as UNL)	3- years
Foreign Language	2- years (the second must build on the first – many degree programs require 4 years)	2- years (in the same language)	2 – years (in the same language)

**Community, Technical, Specialty Colleges and Schools**

The admission process will vary from college to college but most recommend the following requirements. It is suggested that the student look at the different schools, which offer majors of their areas of interest, then they can make their four-year plan from that. Students make a tentative four-year personal learning plan in 8<sup>th</sup> grade careers. Students should seek assistance from the school counselor.

English	4-years	Math	3-years
Science	3-years	Social Sciences	4-years

\*\*Career education classes which coincide with the student’s interests.

**Section 4**

**CLASSIFICATION AS TO GRADE LEVELS**

Freshmen	0-49 hours.
Sophomore	50-99 hours including 25 hours from among English, Math, and Science.
Junior	100-149 hours including 50 hours from among English, Math, and Science.
Senior	Over 150 hours of credit including 65 hours among English,

Math, and Science.

## **Section 5 SEMESTER TESTS**

Semester tests will be required for students in grades 7-12. All students in grades 7th-12th will be required to take semester tests in all of their classes. Tests will count for 10% of their semester grade in the course. Semester tests for classes taught via distance learning and from alternate locations, will be up to that instructor.

## **Section 6 GRADING SYSTEM**

A	94-100%
B	86-93
C	77-85
D	70-76
F	69-Below
P	Pass
I	Incomplete (if received in a class and not made up within a weeks time, it will turn into an F)

## **Section 7 HONOR GRADUATES**

Graduating seniors with cumulative grade point averages 94.00 through 96.99 will be recognized as graduating with HONORS.

Graduating seniors with cumulative grade point averages 97.00 and above will be recognized as graduating with SUPERIOR HONORS.

## **Section 8 HONOR ROLL**

The superior honor roll and honor roll are instituted for the purpose of recognizing and stimulating scholastic achievement.

### **Part 1 - SUPERIOR HONOR ROLL**

To be eligible for the Superior Honor Roll a student must have an average of 96% or above and cannot have any grade below 77%.\*

### **Part 2 - HONOR ROLL**

To be eligible for the Honor Roll a student must have an average between 90% – 95.4% and cannot have any grade below 77%.\*

### **Part 3 – HONORABLE MENTION**

To be eligible for Honorable Mention a student must have an average between 86% – 89.4% and cannot have any grade below 77%.\*

\*Junior High trimester classes and non-core classes will be not counted when calculating the averages.

## **Section 9 SCHOLASTIC RANK**

Grades for all subjects will be used to determine scholastic rank. Class rank will be determined by a percentage grade point average.

For classes such as Art, Band, and Vocal (and any other classes of a "repeat nature") grades will count when determining a student's grade point average for class rank, up to 40 credit hours. At that point the credits continue to accumulate for graduation requirements but will not be factored into grade point average.

All failing grades (unless repeated successfully) are computed in class rank. All failing grades are reported to future schools in the same way as passing grades.

## **Section 10 CREDIT RECOVERY**

Credit recovery options may include repeating courses during the school year, out of district summer school, and online courses. Students will be encouraged to repeat courses as a first option as there is no financial cost for the family with this option. Summer school and online course recovery will require financial obligations for the student and/or family. Online course recovery will not be available until it is determined that no other options are available to meet graduation requirements.

## **Section 11 JUNIOR HIGH PROMOTIONS**

Promotion will occur based upon the successful completion of 45 credit hours per year. This includes all courses.

## **Section 12 MID-TERM GRADE REPORTS AND "NOTES HOME"**

The parents of all students will receive a "mid term" grade report. This report will include the student's average in all classes and will be made as near as possible to the mid point of each nine week grading period.

"Notes Home" will be emailed home (mailed if no email address is available) at the beginning of each week starting with week three of each quarter (except during the week of midterms). These were developed to give teachers a way to communicate with parents without spending a great deal of time on the phone. Any student with a grade of 75% or below will receive a "note home" to inform the parents of any difficulties happening.

## **Section 13 DROP/ADD PROCEDURES**

Prior to the beginning of the semester, students will be able to make changes in their schedule, for fall and spring. Only under special circumstances will a student be able to make changes after the start of the semester. The correct procedure to follow for changing classes includes:

1. Obtain a drop and add slip from the counselor or principal.
2. Get approval signatures from:
  - A. Parents
  - B. Teachers involved in class change
  - C. Counselor
  - D. Principal (must be last)
3. Turn in completed sheet to the Principal prior to the start of the semester.

## **Section 14 PARENT-TEACHER CONFERENCES**

Parent conferences with teachers, counselor, or principal are strongly encouraged regarding points of concern. Parents may ask to set up conferences by calling the principal's office.

The administration will schedule regular parent-teacher conferences once each semester.

## **Section 15 NATIONAL HONOR SOCIETY**

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

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the Honor Society Constitution and have been revised to meet our local dynamics.

Students in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade are eligible for membership. For the scholarship criterion, students must have a 93% or above GPA. Those students are then invited to create a resume to demonstrate the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required on the resume. The student submits an essay with their resume. School disciplinary records may also be used to evaluate a candidate's character as well as behavior in the classroom and extracurricular involvement. An average ranking of 75% or 15 out of 20 points is required for acceptance, dropping the highest and lowest evaluation scores.

A formal induction ceremony is held at Award's Night to recognize all newly selected members. Upon induction, members are expected to continue to uphold high standards of excellence in the four core criteria. Members are

expected to attend all chapter meetings held during the school year and participate or organize chapter service projects.

#### Removal from National Honor Society

A student may be removed from the National Honor Society chapter upon determination by the sponsor and Principal indicating that the student:

1. Prior Conduct: Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct: Engaged in conduct after induction; which is grounds for a student to be suspended or results in the removal from any extracurricular activity of the school. Additional examples include but are not limited to: academic cheating, possession of drugs or alcohol, or lack of participation in chapter meetings or service projects.

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

### **Section 16**                      **PLANNER BOOKS AND PASSES IN BUILDING**

The planner books are provided to all students to take to every class. The students are encouraged to use them for educational needs.

### **Section 17**                      **DRIVING AND PARKING**

Students who drive cars or other motorized vehicles to and from school should be aware of normal traffic safety and also the extra problems of traffic around any school building. Once the student has arrived at school, the vehicle is to remain parked until the dismissal of school. Student parking is on the east side of the school. Due to safety factors and fire lane standards, traffic will consist of one-way flow only. Please leave a fire lane open in the parking lot, and do not block another car from exit.

A warning and then a \$5.00 fine will be issued for student vehicles illegally parked in the parking lot. No grades or paperwork will be released and no transactions with the school will be done until the fine is paid.

Students are not to be in the cars or parking lot during the noon dismissal, or any other school time, except by special permission. (This special permission shall be given only by the administration).

### **Section 18**                      **DANCE RULES**

- 1) No student may leave the dance once he/she has entered. If a student chooses to leave he/she cannot return.
- 2) Students from other schools or non-CHS students will not be allowed to attend the dance at CHS unless prior approval has been given by the administration. They will also need to have an approval form signed by attendees school administration.
- 3) The door will be closed 45 minutes after the designated starting time.
- 4) All formal decorations will remain in place until the conclusion of the dance.
- 5) The sponsoring group will make the necessary arrangements to clean up the area immediately after the dance or by no later than 10:00 a.m. the next day.
- 6) All other school regulations apply.
- 7) All admission prices will be the same for all students / attendees of the dance

### **Section 19**                      **PROM DECORATION**

The Junior Class will not begin decorating for the Junior-Senior Prom until after school (or after practices) on Thursday of Prom Week. Juniors will decorate for the prom all day on Friday (rather than attending class).

### **Section 20**                      **SHOP INCIDENTS**

Clarkson Public schools will be adopting a "zero tolerance" approach to any misbehavior and/or misuse of shop tools and equipment. Any reported incidents that are a result of misbehavior, misuse of equipment or jeopardizes

the safety of an individual or class will be immediately dealt with by the administration and the student's ability to stay in the classroom will be evaluated at that time.

## ***Article 2 - ATTENDANCE***

There is a direct relationship between the quality of a student's work and regular attendance in class. Class work which must be made up for an absence can never measure up to the learning acquired under the guidance and care of the teacher. Therefore, parents are counseled to use wise judgment when deciding to request that their children be absent from school.

Nebraska School Law (79-201) requires that all students be in school every day. Therefore, the following rules and regulations will be enforced in order to provide every opportunity for educational quality for every student at Clarkson Public Schools.

- 1) Non-School absences may include dentist, doctor, funeral, sick, etc. and after 8 days of absences accumulates, parents will receive written notification along with a letter will be sent to the county attorney documenting the student's attendance. Absences in which the student has a written statement from a medical doctor requesting the student not attend school will be included in the 8 absences.
- 2) Absences due to school-sponsored activities will **NOT** be included in the 8 absences. School absences are not reportable to the state and do not accumulate toward the reports to the county attorney.
- 3) After 10 days of Non-School absences, the student may lose credit for their classes. The student along with his/her parents may be required to meet with the principal and/or discipline committee to show why he/she should receive credit for the class(es).
- 4) Unplanned student absences will be excused **only** by a phone call from the parents or guardian. If a student is absent and a phone call has not been received by 8:30 a.m., school officials will contact the parents. In cases where a student knows ahead of time that he/she will be absent, it is mandatory the PARENTS send a note to the teacher and school office or make a phone call explaining the reason for the absence so that assignments may be completed before the absence. When a student knows that they will be absent, it is their responsibility to communicate with their teachers prior to the absence to make arrangements for homework, assignments or tests.
- 5) For any absence, it is mandatory that the student brings a note explaining the reason for the absence. Any notes need to be turned into the office within 5 school days of absence.
- 6) A student must be in attendance at school or a school sponsored activity during the last four periods of the school day before he/she will be allowed to participate in any after school event, meeting or practice. There will be rare exceptions to this rule. These would include, but would not be limited to, planned absences for doctor's appointments, funerals, and college visitations.
- 7) Seniors will be allowed two absences for college visitation days and two absences for job shadowing. Juniors will be allowed one absence for a college visitation day and one day for job shadowing. All college visitations and job shadowing **MUST** be set up through the school counselor to be recorded as a school-sponsored absence.

### **Section 1 UNEXCUSED ABSENCES**

Unexcused absence is when a student misses school without parent permission and/or communication with the school. Unexcused absences will result in detention time.

### **Section 2 SCHOOL ACTIVITY ABSENCES**

Students who are absent as a participant in a school activity such as an athletic contest, music clinic, or FFA/FCCLA function are not counted absent but are **required to make up the work in advance**. An activity pass does not excuse a student from school; rather it excuses a student to attend the activity. When a student, or group of students, return(s) to school prior to the end of the school day, they are required and expected to return to their class that is in session.

### **Section 3 TARDIES**

It is the student's responsibility to be at school and to class on time. The student must report directly to the office when arriving late to school. Clarkson High School has a tardy policy. One tardy equals one period missed.

The tardy policy is as follows:

- 1) All tardies will be unexcused unless the student has a pass from a teacher or the office that specifically states the tardy should be excused.
- 2) The teacher will inform the office staff and student when a student has been penalized for being tardy.
- 3) The office staff will record all tardies and when a student has reached 3 total tardies in a semester the student will be assigned after school detention.
- 4) One tardy equals one period absence.

### **Article 3 - EXTRA-CURRICULAR ACTIVITIES**

#### **Section 1 ELIGIBILITY REQUIREMENTS**

To be eligible to participate in any extra-curricular activity, the student must **not have failed two classes during the previous quarter** and meet all standards of the Nebraska School Activities Association. Students declared ineligible for academic reasons will not be allowed to participate in activities involving interscholastic competition for a period of two weeks. Interscholastic competition refers to any competition or performance during the school day, after school, or on weekends. At the end of the two-week period the student's grades will be checked, if he/she then **is not failing two classes** he/she will immediately become eligible for interscholastic competition. All academic requirements will be adjusted for students involved in special programs. Students declared ineligible because of their fourth quarter grades will be ineligible for at least one activity in the first quarter of the next year.

After the first two weeks of the quarter the teacher shall turn in a Failing/Down list to the Principal by 8:15 a.m. the first day of each week (usually Monday). The list will stipulate which students are failing or near failing in the class(es) supervised by said teacher. For this policy, a student will be placed on the list when having a grade at or below the 75% in any class. It is the responsibility of each teacher to have the completed list to the Principal.

A student failing **any two or more classes** (under 70%) for consecutive week will be ineligible for all school activities **until they have shown improvement in the classes that they are failing**. A week is usually defined as Monday through Sunday, a period of seven calendar days. **Teachers MUST record at least two grades in a week the student list is due.**

An eligibility list will be given to all teachers. It is up to the teacher/coach/sponsor to check the list weekly to insure the eligibility of every player/student's ability to compete/perform. Parents will be notified by email or a letter.

Students will have to attend a 9th period for a total of 3 days for all weeks in which the student is failing any class. The student will communicate with the corresponding teachers to set up their 9th period time. Options that are available but determined by the classroom teacher are end of school until 4:00 pm, over lunch, or before school. If a student repeatedly misses, disciplinary actions will be taken for the student.

Administration has the ability to review all individual cases.

#### **Section 2 JUNIOR HIGH ELIGIBILITY REQUIREMENTS**

Junior High students will follow the same activities eligibility policy as the high school students. This is in addition to "must have passed at least three of the four core classes (math, social studies, science and English) during the previous quarter".

#### **Section 3 SCHOOL ACTIVITIES**

Clarkson Public School sponsors interscholastic competition in the following school activities;

*Football	*Volleyball	*Girls Basketball	*Boys Basketball	*Wrestling
*Track	*Golf (co-ed)	*Instrumental Music	*Vocal Music	*Art
*Softball	*Speech	*Wrestling		

#### **Section 4 SCHOOL ORGANIZATIONS**

Clarkson Public School sponsors the following school organizations and classes;

*Dance Team	Yearbook	Student Council	*FCCLA	*FBLA	*FFA	*One Act Play	*NHS
Junior High	Senior Class	Junior Class	Sophomore Class	Freshmen Class			

Participation in school activities and school organizations is a privilege. All participants are required to meet rules and regulations set forth by the school and by the activity/organization sponsor. Any money raised for these organizations must be used for that organization's members equally and/or related to that organizations responsibilities/duties. Participants in those activities and organizations marked with an asterisk (\*) are subject to the school activities citizenship rules.

## **Section 5      POLICIES AND PROCEDURES OF CLARKSON ACTIVITIES DEPARTMENT**

The Clarkson School System and Activities Department views discipline as that process by which our students learn the value of self control, the deferment of immediate pleasures to long-range satisfactions, and the value of proper balance between self and group interests.

Clarkson School and Activities discipline is a learning process with its ultimate goal being to help each of our young people develop into self disciplined, mentally and physically healthy adult members of society in general, and the Clarkson community specifically.

This responsibility is not the school's alone, but is also the responsibility of the parents and all other persons involved in the education and upbringing of young people. The responsibility for student discipline in the classroom and during school activities, however, rests primarily with the teacher, coach, or sponsor of that activity. The Nebraska Supreme Court has ruled that the school may properly concern itself with any action of individual students when these actions affect the school, even though the students are not at the time of the actions under the immediate supervision of the school.

Accordingly, the following citizenship regulations have been formulated by the Clarkson School Administration and Activities Staff and have been ratified by the Clarkson Board of Education. These rules and regulations are established because of the school's recognition that our young people have not, for the most part, arrived at a stage of maturity where they do not need help and guidance from their parents and teachers.

Discussions between students and staff regarding questions of right and wrong shall be an ongoing part of the program, and it will be the schools attempt to help students resolve these issues for themselves before infractions occur.

Practice Guidelines for non-school days / Weekend Practices:

- 1) Practices are the night before sub-district or district games
- 2) Practices are over the weekend for Monday playoff games, such as football semifinals and finals
- 3) Holiday (Labor Day) practices cannot be made mandatory and should be later in the day for family travel purposes
- 4) Practices over Thanksgiving and Christmas breaks need to be scheduled ahead of the start of the season and per NSAA guidelines.

## **Section 6      CONCUSSION PROTOCOL FOR RETURN TO LEARN AND RETURN TO PLAY**

Clarkson Public Schools will follow the guidelines set forth by the Nebraska Sports Concussion Network in regards to return to learn and return to play after a concussion has been diagnosed. Protocol information can be found at: <http://www.nebsportsconcussion.org/>

## **Section 7      PENALTIES (Drugs, Alcohol, Steroids, Tobacco, Vapor Products)**

If a student self-reports his or her misconduct to the administration, the student is eligible to have a shorter suspension. This policy promotes self-accountability and ownership of one's actions. This option is only available one in a student's academic career. For example, a student violating the activity code as a freshman could self-report and receive a reduced consequence. If the same student then violates the activity code as a junior, the violation would be treated as first offense/not-self reporting regardless of whether the student reported his or her violation.

## Section 8

	First Offense: Self-Reporting	First Offense: Non-Reporting
FB	1 game suspension	2 game suspension
VB	2 match suspension	4 match suspension
SB	2 game suspension	4 game suspension
BB	2 game suspension	4 game suspension
WRESTLING	1 meet suspension	2 meet suspension
TRACK	1 meet suspension	2 meet suspension
GOLF	1 meet suspension	2 meet suspension
DANCE/CHEER	2 game suspension	4 game suspension

Students involved in fine arts/vocational arts activities would be suspended from one activity. Suspensions in fine arts/vocational arts shall not affect the student's grades.

For counting purposes, each game, match, or meet referenced about involves a separate scheduled date. For example, a softball player is assigned a two game suspension. If she must sit out a double header on Tuesday, this counts as one game. She would also need to sit out the next day a game is scheduled.

For a second violation of the participation rules occurring in the same school year as the first violation, the student shall be ineligible to participate in activities for a minimum of thirty (30) calendar days to include a minimum of four (4) events. Both conditions, time and number of events, must be satisfied before the student is eligible to again participate in activities.

For a third violation of the participation rules occurring in the same school year as the first violation, the student shall be ineligible to participate in activities for 180 calendar days.

For a second and third violations of the activity policy in the same school year, the time period associated with the penalty begins on the day of the first scheduled event for any activity in which the student is a participant.

Activity suspensions earned in the Spring will carry over to the Fall if the suspension has not been fully served.

A student earning a second or third activity suspension in the same school year forfeits the ability to earn a letter in the activity affected by the suspension.

## Section 9 APPEAL PROCEDURES

Any suspension shall be made only after the administration and sponsors have made an investigation of the alleged violation and have determined that the suspension is necessary to further school purposes or to prevent interference with school purposes as those purposes relate to the activities program.

Before the suspension shall take effect, the student shall be given oral notice of the charges against him/her and an explanation of the evidence against him/her.

The student shall have the opportunity to present his/her version of the incident and the sponsor shall, as soon as possible after the decision to suspend, send a written statement to the student and his/her parents describing the student's violation and the reasons for the action taken.

The coach shall make a reasonable effort to hold a conference with the parents before the suspension ends.

Nothing in this regulation shall prevent the student and/or his/her parents from discussing the matter with the administration.

If a hearing is requested by the student or parents the administration shall, upon receipt of written request, arrange for a hearing before the Board of Education within five days of the receipt of the written request.

# Clarkson Public Schools

## 1:1 Computer Usage Agreement

**Mission Statement: Empower students to engage in the digital world.**

### **Why is Clarkson Public School implementing a 1:1 Laptop Initiative?**

Today's students will be graduating into a world that is very different from the one into which their parents graduated. Students must be challenged and supported to master content as well as develop the skills often referred to as "21<sup>st</sup> Century Skills". These include: creativity and innovation skills, critical thinking and problem solving, excellent communication and collaboration skills, technology literacy skills, civic and cross-cultural skills, and the productivity and leadership skills which will enable them to be responsible, self-directed learners and employees.

### **How will the students' learning experience be enhanced?**

Having a 1:1 computer initiative enhances student technology access because they are afforded the ability to use technology at any time of the day. Students have computer access in every class, during their classes, and at home. With the ability to use computers at any time of the day, teachers can expect students to have assignments, papers, and other technology-related projects completed outside of class, allowing students to expand on their learning outside of the classroom. By maintaining these expectations, teachers gain back blocks of instructional time. Teachers also gain back the time that it takes to push carts, take out laptops, log in, and return laptops. The ability to access the computers every day or at need in a classroom allows students to be more in control of their learning and helps turn the teacher into the facilitator of knowledge rather than the lecturer of knowledge. Training and examples for both staff and students would need to occur for these types of classrooms shifts, or flips, to happen.

### **How will the computers assist student assessment and learning?**

Having computers available will allow teachers to use online assessments to provide feedback and monitor student progress. The 1:1 access will allow students to take those assessments either in class as a quick snapshot, or they could be assigned for students to do outside of class as well. As we push our students to become global learners and literate as 21st Century Learners, a 1:1 seems to be a viable option for allowing tools to be easily accessible to students. Each student can quickly and easily post to a blog, upload a podcast, or take a survey for understanding so teachers can adjust to the needs of the class. These daily tools, which are currently untapped, would be available if each student had his or her own computer.

### **What is Digital Citizenship?**

Digital citizenship describes the standards of appropriate, responsible technology use. It is a concept, which helps teachers, technology leaders and parents understand what students/children/technology users should know to use technology appropriately in a society full of technology. We encourage parents to be aware of the programs and apps on the device, as well as the activities students are engaged in when using the device.

In order to protect our students while using electronic devices at Clarkson Public Schools. The school has the ability to search/review students' school emails, docs, pdfs or other content that may be involved with harassment, bullying or inappropriate usage of school devices.

## **1:1 Computer FAQ (Frequently Asked Questions) Information for Students**

### **How much do I have to pay for my laptop?**

- A \$30.00 rental fee will be required before laptop checkout. This money will go into an account to help cover accidents not covered by Apple Care. While we reserve the right to charge more for intentional or malicious damage or theft, we don't anticipate any student being financially burdened by any costs associated with this initiative.

### **What if my laptop is stolen?**

- You and your family must file a police report within 24 hours of the theft.

### **Should I carry insurance on my laptop?**

- Some parents in other school districts take out insurance through their homeowner's policy.

### **What happens if the laptop stops working?**

- AppleCare is the name of Apple's Protection Plan and our lease includes this service for the entire 3 years. Most often laptops will have to be mailed in to AppleCare and should be returned to us in working condition or replaced within a week or two. Loaner laptops will be available for students while theirs is being repaired, and they will be able to access their files and documents from the server to use with the loaner laptop.

### **Can we swap power cords?**

- NO. Every power cord is labeled with the User Name that it belongs to. Students need to be responsible for their own equipment. At the end of the year, students will be responsible for returning the same laptop, and power cord that was checked out to them.

### **Can I carry my MacBook in my own case or backpack?**

- NO. Students must carry their MacBook in the school-issued carrying case.

### **Can the students change the outward appearance of their laptop? (Adding decals, etc.)**

- No, only school/name label will be allowed on the laptop.

### **How will the school know what we do on the MacBooks?**

- Apple Remote Desktop can be used to watch, block, send messages, etc., at any time you are on the local network. In addition, every MacBook has software installed, which takes a screen shot of your computer at various intervals. This will take place both at school and at home. An administrator can play these screen shots back at any time and your laptops are subject to random and routine checks. Teachers will have the ability to monitor students use of the computers throughout the day with a program called LANschool.

### **Major Infractions (Automatic loss of Laptop-Consequences will be determined on a case-by-case basis)**

- Anything illegal, including unpurchased music
- P2P file sharing of any sort
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Physically altering the MacBook or attempting self-repair
- Cheating
- Cyberbullying or harming others
- Recording (audio or video) others without their permission
- Using another person's password, login, or computer without consent/"hacking"
- Pornography

### **Where does a student go for technical support?**

1. Check with your classroom teacher
2. Send e-mail to tech support: [mmurren@clarkson.esu7.org](mailto:mmurren@clarkson.esu7.org)
3. See Mr. Murren if the first two can't or don't get it resolved.
  - Mr. Murren will respond to the request within 24 hours during the school week and 48 hours over the weekend.

### **What happens when I need help with my laptop at home or on the weekends?**

- Students should refer to the school website, specifically the FAQ resource. Also, students can email tech support at: [mmurren@clarkson.esu7.org](mailto:mmurren@clarkson.esu7.org). This will send a request to Mr. Murren.

### **How do I deal with the power limitations of a laptop?**

- Students should charge their laptop every night at home and always bring it to school fully charged. A fully charged battery should get at least 6 hours of use during the school day. Students will carry their power cords with them in their cases and, if needed, could plug into outlets and power strips to charge in any class.

### **Can I listen to music and/or check my email while I am in class?**

- This is a decision left up to the individual teacher. There is a time and a place for headphones as well as a time and place without them. Email should be used for academic-related purposes, and if abused, can be taken away on a student-by-student basis or a blanket policy change.

### **How will we back up our laptops?**

- Laptop users will be able to save to their server/Google account or zip (flash) drives to backup data.

### **What to do when my laptop is not in use...**

- In between classes? Put the laptop to sleep and carry in the school-issued carrying case.
- During PE, etc? Store laptops in the cases, LOCKED, in student lockers. (Not allowed in locker rooms).
  - Padlocks are available for a refundable rental fee of \$5 through CPS for the calendar year.

### **Can we take our MacBooks out of town on school/personal trips?**

- Remember the focus of the initiative is on 24/7 learning. Being able to learn while traveling or outside of the school building is a prime goal. Remember that along with this privilege is a great responsibility. Students must responsibly protect and take care of their laptop even when a teacher is not present.

### **Can everyone in my family use my laptop?**

- The students are ultimately responsible for their laptops; just like any school-issued item. Should another family member misuse the laptop, the student who is ISSUED the laptop will be held responsible.

### **Can we use our own personal MacBook (or any laptop) at school instead of the school-issued one?**

- No. At school all will need to use the school-issued computer. This will have the settings, access to the server, and programs needed by the student while at school. The student's personal computer may be used at home, of course.

### **How will students be kept safe on the Internet?**

- CPS will ensure that Internet access is filtered at school AND at home. We filter to the Internet to remain in compliance with Federal Mandates to ensure safety of all students. This filter will report back to the school. Screen shots of computers (not with the camera) will be taken at various intervals at both home and at school. Administrators will have the ability to access these screen shots to monitor use.

### **What if teachers suspect and/or notice abuse or misuse?**

- Abuse will be physically obvious...misuse will have to be verified with the administration and/or Apple Remote Desktop. Teachers should not hesitate to contact Mr. Lemburg or Mr. Murren if any problems are seen. Staff will not hesitate to take away student laptops, especially early on, to hopefully deter future misuse. The length or severity of the punishment will be dependent on the situation. A documentation process will be utilized so that repetitive offenses will be dealt with accordingly.

### **Can I keep my school issued computer over summer break?**

- No. Computers will be turned in at the end of each school year.

### **What if my family does not want to participate?**

- The laptop is a required tool for learning during the school day. If families do not wish to allow their child to participate, he/she will pick up his/her laptop in the morning and check it in at the end of the

school day. Hopefully, over time, all will see the learning benefits that are possible with CPS 1:1 Laptop access and will consider participating.

Student/Borrower: \_\_\_\_\_ Student Username: \_\_\_\_\_

## Parent Responsibilities

**Your son/daughter has been issued a MacBook computer to improve and personalize his/her education this year. It is essential that the following guidelines are observed to ensure the safe, efficient, and ethical operation of this computer.**

- I will supervise my son's/daughter's use of the MacBook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/ daughter's use of the Internet and email.
- I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook.
- I will not load or delete any software from the MacBook.
- I will make sure my son/daughter recharges the MacBook battery nightly.
- I will make sure my son/daughter brings the MacBook to school every day.
- I agree to make sure that the MacBook is returned to the school when requested and upon my son's/daughter's withdrawal from Clarkson Public School.

## Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities.

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of the Clarkson Public Schools—especially the Acceptable Use Policy, located in the CPS Handbook—and abide by all local, state, and federal laws.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the MacBook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the MacBook.
- I will recharge the MacBook battery each night.
- I will return the MacBook when requested and upon my withdrawal from Clarkson Public School.

### Laptop user fee per year:

1st child	\$30
2nd child	\$20
3rd child	\$10

#### Fines:

#### Student/Family Responsibility:

Laptop damages not covered by AppleCare, that require repair by CPS (cracked screens, liquid spills, etc.)	Pay the entire cost of the damage (repair/replacement)
Missing/Damaged power cords (A/C adapters)	\$80.00 each
Lost/destroyed laptop case (Your laptop case is like a textbook. If you deface, damage or destroy it, you will buy it.)	\$35.00

### Daily Care and Use of your CPS MacBook

#### Every School Day

- Make sure MacBook is fully charged
- Put your charging cord in your bag
- Zip your computer in your bag
- Bring your bag to school!

#### In Between Classes

- Close your lid! (Put it to sleep)
- Zip it up in bag!

#### Before you go home

- Log out OR Power Down

#### When not using your laptop (P.E. or practice, etc.)

- **Lock** your laptop in your locker

#### Every night

- Fully charge your laptop!

#### Once in awhile

- Clean with soft cloth or pre-approved cleaning solution (NEVER spray any cleaning solution directly on laptop)

#### Never

- Leave MacBook in your car or garage overnight!
- Cram any additional objects in your laptop bag
- Remove your luggage tag name identification
- Use near or with liquids

#### Most common accidents to avoid

- Dropping it
- Knocking it off a desk
- Spilling liquid on it
- Smashing into a wall
- Ball or heavy object landing on it
- Pencils or other sharp objects inside the bag damaging the screen
- Lost power cord

Student/Borrower:

Grade:

Cell Phone:

Home Phone:

Checkout Date: 8/14/2019 or \_\_\_\_\_

Latest Date for Return: 5/20/2020 or \_\_\_\_\_

Item Description	Information	Make: Model:	Serial Number/Item Number	Condition
Apple MacBook Laptop Computer	S/N & User names are labeled on top of the computer.	Make: Model:		New/Good
Apple Charger	Charger labeled with your name. The charger comes in 2 pieces – Brick section, & Power Cord			New/Good
Carrying Case	Bag will be numbered	Brand Name: STM		New/Good

**The above listed items are being lent to Borrower and are in good working order. It is Borrower’s responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains the property of Clarkson Public Schools of Clarkson, Nebraska, and is herewith lent to the student for educational purposes only for the Academic School year. Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school when requested by Clarkson Public School, or sooner, if the student withdraws from Clarkson Public School prior to the end of the school year. The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District’s policies and rules, the Clarkson Public School Acceptable Use Policy, as well as local, state, and federal statutes. Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Receipt and Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.**

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower’s diskettes or other data storage medium and Borrower agrees to use Borrower’s best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower’s possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower’s use of the District Property is a privilege and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Clarkson Public School.

Parent Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of District Representative \_\_\_\_\_

**Clarkson Public Schools**  
**Self-Management of Asthma And Severe Allergy (Anaphylaxis) at School**

**PARENT/GUARDIAN:** By signing below, you are acknowledging the following:

1. You are requesting that your child be allowed to self-manage his/her asthma or allergy condition at school.
2. You are affirming your confidence that your child has the knowledge and skills needed to self-manage his/her asthma or allergy safely at school.
3. You will provide a current, written asthma or anaphylaxis care plan to the school. We request you use the Clarkson Public School provided action plans from the American Lung Association, or provide complete and equivalent information.
4. If your child injures school personnel or another student as the result of misuse of necessary asthma or allergy supplies, you shall be responsible for any and all costs associated with such injury.
5. The school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her asthma or allergy condition.
6. You will indemnify and hold harmless the school and its employees and agents against any claim arising from a student's self-management of his/her asthma or allergy.

**STUDENT:** By signing below, you agree that you understand all of the above and:

1. You must not share, or allow anyone to handle your medications or supplies.
2. If you use your medication(s) you **WILL** notify a teacher, nurse or administrator that you have used your medication.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

NOTE: This applies only to the current school year or until rescinded by any party, whichever occurs first.

PHYSICIAN AUTHORIZATION must be received in writing, specifically indicating the student is authorized to self-manage his/her condition at school, according to the current medical management plan as described in the complete Asthma or Anaphylaxis Plan, accompanied by medical order for necessary medications and treatment.

**Parents, please complete the Asthma Action Plan if your son/daughter needs this for their safety at school.**

## Asthma Action Plan



**General Information:**

Name \_\_\_\_\_  
 Emergency contact \_\_\_\_\_ Phone numbers \_\_\_\_\_  
 Physician/healthcare provider \_\_\_\_\_ Phone numbers \_\_\_\_\_  
 Physician signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Severity Classification</b> <input type="checkbox"/> Intermittent <input type="checkbox"/> Moderate Persistent <input type="checkbox"/> Mild Persistent <input type="checkbox"/> Severe Persistent	<b>Triggers</b> <input type="checkbox"/> Colds <input type="checkbox"/> Smoke <input type="checkbox"/> Weather <input type="checkbox"/> Exercise <input type="checkbox"/> Dust <input type="checkbox"/> Air Pollution <input type="checkbox"/> Animals <input type="checkbox"/> Food <input type="checkbox"/> Other _____	<b>Exercise</b> 1. Premedication (how much and when) _____ 2. Exercise modifications _____
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**Green Zone: Doing Well**

**Symptoms**

- Breathing is good
- No cough or wheeze
- Can work and play
- Sleeps well at night

**Peak Flow Meter**

More than 80% of personal best or \_\_\_\_\_

**Peak Flow Meter Personal Best =**

**Control Medications:**

Medicine	How Much to Take	When to Take It
_____	_____	_____
_____	_____	_____

**Yellow Zone: Getting Worse**

**Symptoms**

- Some problems breathing
- Cough, wheeze, or chest tight
- Problems working or playing
- Wake at night

**Peak Flow Meter**

Between 50% and 80% of personal best or \_\_\_\_\_ to \_\_\_\_\_

**Contact physician if using quick relief more than 2 times per week.**

**Continue control medicines and add:**

Medicine	How Much to Take	When to Take It
_____	_____	_____
_____	_____	_____

**IF your symptoms (and peak flow, if used) return to Green Zone after one hour of the quick-relief treatment, THEN**

- Take quick-relief medication every 4 hours for 1 to 2 days.
- Change your long-term control medicine by \_\_\_\_\_
- Contact your physician for follow-up care.

**IF your symptoms (and peak flow, if used) DO NOT return to Green Zone after one hour of the quick-relief treatment, THEN**

- Take quick-relief treatment again.
- Change your long-term control medicine by \_\_\_\_\_
- Call your physician/Healthcare provider within \_\_\_\_\_ hour(s) of modifying your medication routine.

**Red Zone: Medical Alert**

**Symptoms**

- Lots of problems breathing
- Cannot work or play
- Getting worse instead of better
- Medicine is not helping

**Peak Flow Meter**

Less than 50% of personal best or \_\_\_\_\_ to \_\_\_\_\_

**Ambulance/Emergency Phone Number:**

**Continue control medicines and add:**

Medicine	How Much to Take	When to Take It
_____	_____	_____
_____	_____	_____

**Go to the hospital or call for an ambulance if:**

- Still in the red zone after 15 minutes.
- You have not been able to reach your physician/healthcare provider for help.
- \_\_\_\_\_

**Call an ambulance immediately if the following danger signs are present:**

- Trouble walking/talking due to shortness of breath.
- Lips or fingernails are blue.

**Clarkson Public Schools**  
**Request to provide acetaminophen and ibuprofen**

**IMPORTANT INFORMATION FOR PARENT/GUARDIAN:** Your written consent is required before your child may receive these medications at school. Please complete this entire form. By signing below you acknowledge the following:

- You have reviewed the information and agree that your child may safely take the medication(s) in the manufacturer recommended dose. Any dose different than the recommended dose will need a physician's authorization.
- If the child has a fever of 100 degrees Fahrenheit or greater, or if the child is suspected of being ill, the parent will be notified and the child will be sent home.
- Your child's medication may be administered by a nurse or by other school personnel determined competent to provide medication as required by Nebraska Law.
- This service is intended to help your child's performance during the instructional period.

**PARENTAL CONSENT**

I give my permission to Clarkson Public Schools to administer the following medications, according to approved dispensing guidelines, for a mild headache or mild discomfort to:

\_\_\_\_\_   
Child's Name (please print)

\_\_\_\_\_   
Date of Birth

Please check if approved.

Acetaminophen (generic Tylenol) \_\_\_\_\_ Ibuprofen (generic Advil/Motrin) \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Please complete the following:

My child has taken the acetaminophen before without a problem. YES \_\_\_\_\_ NO \_\_\_\_\_

My child has taken ibuprofen before without a problem. YES \_\_\_\_\_ NO \_\_\_\_\_

Please notify me before my child takes medicine. YES \_\_\_\_\_ NO \_\_\_\_\_

Contact Name and phone number: \_\_\_\_\_

My child is taking other medications at this time. YES \_\_\_\_\_ (please list below) NO \_\_\_\_\_

Medication(s) currently taking and reason for the medication:

\_\_\_\_\_

Special instructions concerning my child: \_\_\_\_\_

\_\_\_\_\_   
Signature of parent/guardian

\_\_\_\_\_   
Date

**CLARKSON PUBLIC SCHOOLS  
EMERGENCY/CONTACT FORM**

(Please indicate the appropriate information for each student in the family)

**Student Name                      Sex              Social Security Number                      Student Age/Birth Date                      Grade**

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**Mailing Address (P.O. Box or 911 Address):**

**Telephone:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_

**Ride Bus: Yes (Bus No. \_\_\_\_ ) or No**

**May we contact you by e-mail for grades, lunch account, and general pertinent school information?**

**Yes or No**

**E-mail Address:** \_\_\_\_\_

**(WHERE TO REACH PARENTS IF NOT AT HOME – PLACE OF WORK)**

**Mother Work**

**Name:** \_\_\_\_\_ **Place:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Father Work**

**Name:** \_\_\_\_\_ **Place:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**(PERSONS TO CONTACT IF SCHOOL IS UNABLE TO REACH PARENTS)**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.**

**Physician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Due to section 504 of the Rehabilitation Act of 1973, the State of Nebraska requires all schools to identify every student who is susceptible to life threatening reactions (Asthma & Anaphylaxis). We need a brief medical history of your child(ren) to ensure all academic needs are met in the general education classroom. In order to better serve our student population we would like you to voluntarily fill out any other information relating to your student's health and health history (i.e. heart murmurs, organ replacement, migraines, etc.) All information will be kept confidential within the school system. Please list information for each of your students.**

**Medical Conditions**

**Does your child have any known medical conditions? (anything that limits walking, seeing, hearing, speaking, breathing, learning, or working that has been diagnosed by a doctor)? Please include allergies. \_\_\_\_\_ YES \_\_\_\_\_ NO**

**If yes, please describe, including triggers, signs, or symptoms Please list student's name by their medical condition.**

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**Treatment Plan – Describe the steps to be taken for treatment.**

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**Parent's Signature:** \_\_\_\_\_

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**RECEIPT OF STUDENT HANDBOOK**

I have read and understand the regulations outlined in the student handbook. I understand that should there ever be a question about compliance with a regulation, I may contact the principal or superintendent to discuss the matter.

\_\_\_\_\_ signature of parent/guardian

\_\_\_\_\_ signature of student(s)

**USE OF STUDENT NAME OR PICTURE**

I give permission to post a picture which may include my child on the CPS webpage, print and online newsletter (full name may be posted with pictures), and other social media through CPS.

\_\_\_\_\_ signature of parent/guardian

**PERMISSION FORM**

I give my children permission to participate in field trips, activity trips, and other school related trips. I understand I or my children will receive information about each of these trips. I understand that school provided transportation will be provided. I understand that the students will NOT always be under the direct supervision of a teacher or another adult while on these trips, I understand the inherent risks involved in these activities.

\_\_\_\_\_ signature of parent/guardian

**Kindergarten-6 Grade Students**

**ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY, AND THE INTERNET**

I give permission for my child/children to use technology equipment (i.e. laptop computers, Ipads), and said child/children in grades Kindergarten through six agree to abide by the district's guidelines regarding digital citizenship and internet usage as referenced on pages 16-18 of this handbook.

\_\_\_\_\_ signature of parent/guardian

**7-12 Grade Students**

**PERMISSION FORM**

I give my children permission to help or volunteer with activities such as moving chairs, tables, setting up activities, such as games, concerts, etc. and unloading commodity trucks. No students will be asked to leave town without getting parental approval.

\_\_\_\_\_ signature of parent/guardian

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**Please return pages 39 - 46  
to the office by Friday, August 23rd.  
Thank you.**