

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 Principal as well as the school counselor will assist any student when selecting their class schedule(s).

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 (including physical science & biology) |
| 5) Physical Education | 20 credit hours |
| 6) Vocational Education | 20 credit hours |
| 7) Personal Finance | 10 credit hours |

*8th 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 8th grade do not count as high school 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 American History, World Geography, American Government, and Current Events.
- 6) A minimum of 20 Vocational Education credits and 5 Speech 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, and 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 Vocational Education credits and 5 Speech credits.

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, and 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 Vocational Education credits and 5 Speech 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 8th grade careers. Students should seek assistance from the school counselor.

<u>Subject</u>	<u>UN-Lincoln</u>	<u>UN-Kearney</u>
<u>Wayne State</u>		
English 4- years	4-years (All units must include intensive reading and writing)	4- years (same as UNL)
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)		
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)
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)
Foreign Language years (in the language)	2- years (the second must build on the first – many degree programs require 4 years)	2- years (in the same language)
		2 – same

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 8th grade careers. Students should seek assistance from the school counselor.

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

**Vocational 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 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 all 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 10th, 11th, or 12th 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.
- 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.

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.
- 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. Juniors will be allowed one absence for a college visitation day. All college visitations **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	*Boys/Girls
Track	*Golf (co-ed)			
*Art	*Vocal Music	*Instrumental Music	*Softball	*Speech
*Wrestling				

Section 4 SCHOOL ORGANIZATIONS

Clarkson Public School sponsors the following school organizations and classes;

*Dance Team	Yearbook	Student Council	*FCCLA
*FFA	*One Act Play		

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.

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 ACTIVITIES CITIZENSHIP RULES

Participants will be suspended from activities when it has been established by the school administration and activity sponsor that the student has been in possession or use of tobacco, alcohol, narcotics, steroids, or hallucinogenic drugs or substances. If a student self-reports their misconduct to the school administration then they will be eligible to have a shorten suspension, that will be determined by the administration.

Section 8 PENALTIES

Penalties	Self-Reporting	Non-Reporting
FB	1 game suspension	2 game suspension
VB	2 match suspension	4 game 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	2 game suspension	4 game suspension
FINE ARTS	Suspend for next competition	Suspended for the next 2 competitions
(One Act/Speech/ Vocational)		

*in athletics, a second offense not only would require a suspension for the remainder of the season, but also would require a forfeiture of any letter or honors earned.

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 "21st 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.

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
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. 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 I:L Laptop access and will consider participating.

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: 8/17/2016 or _____
or _____

Latest Date for Return: 5/18/2017

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

Date

Student Signature

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

Asthma Action Plan



General Information:

☐ Name _____
☐ Emergency contact _____ Phone numbers _____
☐ Physician/healthcare provider _____ Phone numbers _____
☐ Physician signature _____ Date _____

Severity Classification

- ☐ Intermittent ☐ Moderate Persistent
☐ Mild Persistent ☐ Severe Persistent

Triggers

- ☐ Colds ☐ Smoke ☐ Weather
☐ Exercise ☐ Dust ☐ Air Pollution
☐ Animals ☐ Food
☐ Other _____

Exercise

1. Premedication (how much and when) _____
 2. Exercise modifications _____

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 ibu profen

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 then 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 medication s, according to approved dispensing guidelines, for a mild headache or mild discomfort to:

Child's Name (please print)
Birth

Date of

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 _____

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.

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

Parent's Signature: _____

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

**Please return pages 38 - 43
to the office by Friday, August 25th.
Thank you.**