

Board of Education Regular Meeting
Monday, July 8, 2024 7:00 PM
HS CONFERENCE ROOM
705 N 9th Street
Arlington, NE 68002

1. OPENING PROCEDURES
 - 1.1. Call Meeting to Order
 - 1.2. Roll Call
 - 1.3. Pledge of Allegiance
 - 1.4. Approval of Regular Meeting Agenda
2. WELCOME TO GUESTS AND PUBLIC FORUM
 - 2.1. FBLA students with a report, back from Nationals
3. CONSENT AGENDA
 - 3.1. Minutes of the Previous Board Meeting(s)
 - 3.2. Monthly Financial Reports
 - 3.3.
 - Resignations:
 - Hires:
 - Reassignments:
4. SUPERINTENDENT'S REPORT
 - 4.1. Discuss Back to School BBQ--date, location
 - 4.2. NRCSA and NASB Reports
 - 4.3. Administrator Schedule for Remainder of July
 - Principals off, report back for Admin Days (7/24-7/26)
 - Dr. Lewis at Admin Days 7/23 due to additional meetings
 - All report August 1 back to school
 - 4.4. Discuss and Review the Rule 10 School Safety Audit
5. COMMITTEE AND REPRESENTATIVE REPORTS
 - 5.1. Finance Committee
 - Met July 1
 - Discussed Estimated Valuations and Preliminary Budget Info
 - Discussed Strategies for Neutral Levy
 - Discussed Need for Vote to Access Additional Tax Request Authority
 - 5.2. Professional Development Sharing
 - Dr. Lewis attended the Legislative Advocacy Workshop
 - 5.3. Activities Coop Ad Hoc
 - Policy Draft Included
6. NEW BUSINESS
 - 6.1. Discuss, Consider and Take Necessary Action to Approve Changes to Handbooks as detailed
 - 6.2. Discuss, Consider and Take Necessary Action to Approve Transportation Report
 - 6.3. Discuss and Consider St. Paul's Transportation Rate

- 6.4. Discuss, Consider and Take Necessary Action to Approve 2023-2024 Budgeted Transfer of \$25,000 from the General Fund to the Activities Fund
- 6.5. Discuss, Consider, and Take Necessary Action to Approve Engagement Letter with Shaw, Hull and Navarrette CPA's for the 2023-2024 Audit
- 6.6. Review, Discuss, and Accept Public Comment on the Following Policies Requiring Annual Affirmation:
 - Anti-Bullying
 - Dating Violence
 - Anti-Harrassment
 - Parental Involvement
- 6.7. Discuss, Consider, and Take Necessary Action to Set Hot Lunch Prices for 2024-2025 (increase by .05 per meal)
 - K-12 Breakfast: \$1.45
 - Adult Breakfast: \$2.80
 - K-6 Lunch: \$2.40
 - 7-12 Lunch: \$2.65
 - Adult Lunch: \$4.65
7. ADJOURNMENT

Board of Education Regular Meeting

Monday, June 10, 2024 7:00 PM Central

HS CONFERENCE ROOM

705 N 9th Street
Arlington, NE 68002

1. OPENING PROCEDURES

1.1. Call Meeting to Order

Chase Kratochvil called the meeting to order at 7:00pm

1.2. Roll Call

Jason Arp: Present, Cassie Flesner: Present, Chase Kratochvil: Present, Brian Laaker: Present, Matt O'Daniel: Present, Shanon Willmott: Present

Also Present were Aaron Pfingsten, Jacque Morgan, James Shada, Dawn Lewis and Jennifer Arp

1.3. Pledge of Allegiance

1.4. Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented Passed with a motion by Matt O'Daniel and a second by Jason Arp.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

2. WELCOME TO GUESTS AND PUBLIC FORUM

3. CONSENT AGENDA

Motion to approve the consent agenda as presented Passed with a motion by Chase Kratochvil and a second by Cassie Flesner.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

3.1. Minutes of the Previous Board Meeting(s)

3.2. Monthly Financial Reports

3.3.

Resignations:

Hires: Laura Thiesen-Long Term Sub 1st Grade

Kevin Kraus, Elementary Guidance Counselor

4. REVIEW OF ANNUAL DISTRICT PLAN

Dr. Lewis reviewed the board's annual plan- going over all the updated all that has been accomplished since the last review.

5. PRINCIPALS REPORTS

5.1. Dr. Morgan's Elementary Report

5.2. Mr. Pfingsten's Secondary Report

5.3. Mr. Shada's Activity Report

6. SUPERINTENDENTS REPORT

6.1. Review Supt Leave Log 2023-2024

6.2. July Board Meeting Reminder

6.3. NRCSA and NASB Updates

7. COMMITTEE AND REPRESENTATIVE REPORTS

7.1. Buildings and Grounds Committee

Met Prior to the Board Meeting This evening

*Video Board Advertising

*Next Steps with DLR

Buildings and grounds met on 6/10/24 just before the board meeting. Discussed the booster club and how to keep their advertising visible at all times during all sports events. Discussed putting smaller banners up with Booster sponsors somewhere other than in gym. Compromise will be to make sure that Board works with the Booster club to come up with a solution and what it looks like to keep the advertising visible in a good location.

DLR is working on coming up with what things will look like for the next steps for any additions or renovations for the school, such as AG rooms, welding and wood shop facility renovations, and wrestling room.

DLR wants to work with the board to come up with possibilities for what will be next.

7.2. Activities Coop Ad Hoc

Will meet later this week

This committee will meet later this week and will have preliminary policy to present and go over data from other school districts.

8. UNFINISHED BUSINESS

8.1. Discuss and Consider Policy Updates as Required by Legislation on Second Reading

- 5101-Student Discipline
- 1050 -Access to Records
- 8346 -Public Participation at Board Meetings
- 3130 -Purchasing Policies
- 8342-Designated Method of Giving Notice
- 5201-Promotion and Retention
- 3140 - Contracting for Services
- 8240 - Membership in School Board Associations
- 6700 - Firearms
- 5008 -Attendance
- 5006- Option Enrollment
- 4141- Teacher Training
- 5205 - Graduation
- 6111 - Classroom Environment
- 3571 - Meal Charge Policy

Motion to Adopt Policy Updates as Presented and Reviewed on Second Reading Passed with a motion by Chase Kratochvil and a second by Matt O'Daniel.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

9. NEW BUSINESS

9.1. Discuss, Consider, and Take Necessary Action to Approve Early Graduation Application

Mr. Pfingsten went over the policy for early graduation. A student who is asking to graduate at mid-term in the 2024-2025 school year. Student will have met all the requirements for early graduation at mid-term.

Motion to approve Early Graduation Application for student as presented Passed with a motion by Matt O'Daniel and a second by Jason Arp.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

9.2. Approve Audit Engagement Letter with Shaw Hull Navarrette CPA for the 2023-2024 fiscal year audit

Motion to table the Audit Engagement Letter with Shaw Hull Navarrette CPA for the 2023-2024 fiscal year audit to the July Board meeting Passed with a motion by Chase Kratochvil and a second by Cassie Flesner.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

9.3. Discuss, Consider and Take Necessary Action to Accept Resignations and Release the Following Teachers from 2024-2025 Contract: Elizabeth Fedde and Chelsea Kwapnioski Board discussed the policies and what affect it will have on the school. The board feels that opportunities do come late and hope that we can find suitable applicants to fill the positions, but they would like to make sure we are not making it easy or an option to be released from signed contracts. The board also argued that they did not want staff being made to stay in a contract that they do not want to be in anymore, as they don't want to have teachers working that don't want to be here

Motion to approve and Accept Resignations and Release Elizabeth Fedde and Chelsea Kwapnioski from 2024-2025 Contract as presented: Passed with a motion by Chase Kratochvil and a second by Shanon Willmott.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea.

9.4. Discuss, Consider and Take Necessary Action to Release Staff from Two (2) 2023-2024 Contract Days due to Inclement Weather

Dr. Lewis went over the last week of school and that while there was no way to make up the two missed days in the last week of school due to inclement weather and power outage. So the contract year will only be 184 days and not 186 as noted in the contracts.

Motion to release staff from two contract days required of the 2023-2024 master contract due to inclement weather Passed with a motion by Matt O'Daniel and a second by Cassie Flesner.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

9.5. Discuss, Consider and Adopt Board Resolution to Approve Staff Trainings for 2024-2025 as Required by LB1329

LB1329 says that you no longer have to track 10 hours of professional development that the board just has to approve and determine what is the appropriate amount of time for professional development, staff training.

Must still be compliant with Rule 10 and state statues.

Motion to adopt resolution on 2024-2025 APS staff trainings as presented Passed with a motion by Cassie Flesner and a second by Matt O'Daniel.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

9.6. Discuss, Consider and Take Necessary Action to Rescind Policy 6310 - Textbook Loan due to Updated Nebraska Department of Education Regulations

Motion to Rescind Policy 6310 - Textbook Loan as Discussed Passed with a motion by Matt O'Daniel and a second by Brian Laaker.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

School district is no longer involved in the textbook loan program as the state took over the program and the school is no longer need to be the middle man as it is not needed.

10. ADJOURNMENT

Meeting adjourned at 8:11pm by Chase Kratochvil.

Chase Kratochvil, Board President

Date

Dawn Lewis, Board Secretary

Date

Arlington Public Schools
June 30, 2024

Fund Name	Bank Statement Starting Balance	Receipts	Disbursements	Interest	Interfund Transfers	Bank Statement Ending Balance
2 Rivers Bank						
General Fund - 864	\$ 3,875,355.30	\$ 841,925.31	\$ 833,672.64	\$ 8,582.18	\$ 39,906.34	\$ 3,932,096.49
Activities - 109	\$ 189,209.99	\$ 24,964.32	\$ - \$ 46,321.62	\$ 278.11	\$ -	\$ 168,130.80
Hot Lunch - 487	\$ 181,040.04	\$ 14,141.94	\$ -	\$ 273.87	\$ (36,906.34)	\$ 158,549.51
Depreciation Fund	\$ 838,086.67		\$ -	\$ 2,613.53	\$ -	\$ 840,700.20
Depreciation CD - 5826	\$ 265,413.50		\$ -		\$ -	\$ 265,413.50
					Total Depreciation:	\$ 1,106,113.70
2017 Bond Refunding	\$ 489,967.51	\$ 40,020.35	\$ 25,403.75	\$ 1,160.44	\$ -	\$ 505,744.55
QCPUF	\$ 372,773.83	\$ 24,364.89	\$ 2,011.25	\$ - \$ 882.88		\$ 396,010.35
Spec Bldg Fund	\$ 621,422.90	\$ 17,415.49		\$ 1,471.78	\$ -	\$ 640,310.17
Sp Bldg CD (none for now)	\$ -	\$ -	\$ -		\$ -	\$ -
					Total Spec Bldg:	\$ 640,310.17
Total Special Funds	\$ 2,587,664.41	\$ 81,800.73	\$ 27,415.00	\$ 6,128.63	\$ -	\$ 2,648,178.77
Total SF minus CD's	\$ 2,322,250.91					\$ 2,382,765.27

CHECK REGISTER FOR May 2024

(Includes special fund checks)

PAYEE NAME	DESCRIPTION	AMOUNT
American Broadband	Telephone service	\$ -
Airgas	Welding gas tank rental & welding course material	\$ 74.95
Arbor Family Counseling	May Services	\$ 1,400.00
Ace Hardware	grounds supplies	\$ 108.94
Blick Art Materials	Supplies for art for 24-25	\$ 279.21
Countryside Repair	Tire repair for mower	\$ 34.16
Casey's	Fuel for vans	\$ 1,165.96
Egan Supply	Floor Finish for hallways	\$ 642.64
Eagle Auto	Van 1 oil change and brake wires	\$ 215.03
ESU 3	Vision Services	\$ 416.12
Eagle Auto	Van 11 oil change and filters	\$ 79.63
Enterprise Media	Legals and Minutes	\$ 215.11
Fas Break	Van 5 windsheild	\$ 773.00
Fremont Chanber of Commerece	Membership dues	\$ 350.00
Martin Clausen (Chem Tech)	Pest Control	\$ 92.64
Capital One (Walmart)	supplies	\$ 162.72
Grefe Excavating	River Rock landscaping on Elem parking	\$ 3,695.00
Hometown Leasing	Copier Lease	\$ 1,810.93
Holiday Inn	Transportaion conference Room	\$ 259.90
Holiday Inn	School Nurse conference room	\$ 249.90
Hireright	Drug testing	\$ 38.55
Hansen Tire	Bus 2010 oil leak	\$ 315.63
Integrated Life Choices	Services for May	\$ 3,289.44
Imagine Learning	Edgenutity Licenses	\$ 1,421.00
Jeremy Lange	Gutter repairs (east & West Side)	\$ 2,990.00
Kevin Kavan	Safety Review	\$ 100.00
Le Learn to Move	PT Services	\$ 183.44
Menards	Supplies and repairs for maintenance and classrooms	\$ 809.82
Methodist Health Fremont	Trainer Services	\$ 1,277.50
NOREDINK Corp	English Dept subscription	\$ 2,550.00
NRCSA	Membership Dues 24-25	\$ 850.00
NCS Pearson	Digital testing supplies for Psych	\$ 87.95
Nebraska Central Equip	Shop Supplies	\$ 99.92
Omaha Truck	Filters	\$ 131.92
O'Reilly's Auto	Supplies/filters and oil for buses and vans	\$ 458.91
OPPD	Electricity	\$ 10,202.88
Pave the Way	Demo, prep and pour concrete at entrences	\$ 9,980.00
PayFlex	Monthly payflex fee	\$ 100.00
Plan Services	Admin Fee annual	\$ 200.00
Regal Awards	Signs for competition gym	\$ 2,200.90
Respondus	Lockdown Browser license renewal	\$ 2,995.00
Sherwin Williams	Paint for maintenance	\$ 258.60
2nd Wind Equipment	PE Subscription	\$ 369.51
Teacher Direct	2nd Grade Orders for 24-25	\$ 41.76
Menards	Maintenance & Classroom supplies	\$ 305.95
Unite Private	Internet Provider	\$ 1,393.65
Village of Arlington	Water	\$ -
Wood River	Natural Gas Company	\$ 1,673.31
Washington Co Treasurer	Primary election costs	\$ 100.00
VISA	MISC Supplies for HS/ELEM	\$ 13,992.28
Waste Connections	Trash	\$ -
Winsupply	Complete Relief Valve for maintenance	\$ 695.56
		\$ -
		\$ -
		\$ -
		\$ -

[illegible]

EFINANCE - POWERSCHOOL
DATE: 07/03/2024
TIME: 08:31:06

ARLINGTON PUBLIC SCHOOL
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 11/24

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
47396			4607 VISA		VOID: MULTI STUB CHECK	
47397			4607 VISA		VOID: MULTI STUB CHECK	
47398	9001	07/03/24	4607 VISA	2650	ADDITIONAL LICENSE FOR MO	6.87
47398	9001	07/03/24	4607 VISA	2610	ALPHABET RUG K WINSLAGER	38.95
47398	9001	07/03/24	4607 VISA	2610	AMAZON	473.18
47398	9001	07/03/24	4607 VISA	2610	AMAZON	74.86
47398	9001	07/03/24	4607 VISA	2610	AMAZON	156.08
47398	9001	07/03/24	4607 VISA	2610	AMAZON	49.47
47398	9001	07/03/24	4607 VISA	2610	AMAZON	89.97
47398	9001	07/03/24	4607 VISA	2610	AMAZON	115.27
47398	9001	07/03/24	4607 VISA	2610	AMAZON	115.27
47398	9001	07/03/24	4607 VISA	2610	AMAZON	67.12
47398	9001	07/03/24	4607 VISA	2610	AMAZON	140.63
47398	9001	07/03/24	4607 VISA	2610	AMAZON	189.51
47398	9001	07/03/24	4607 VISA	2610	AMAZON	375.86
47398	9001	07/03/24	4607 VISA	2610	AMAZON	8.99
47398	9001	07/03/24	4607 VISA	2610	AMAZON	33.41
47398	9001	07/03/24	4607 VISA	2610	AMAZON	160.01
47398	9001	07/03/24	4607 VISA	2610	AMAZON	247.44
47398	9001	07/03/24	4607 VISA	2610	AMAZON	233.80
47398	9001	07/03/24	4607 VISA	2610	AMAZON	30.39
47398	9001	07/03/24	4607 VISA	2610	AMAZON	87.20
47398	9001	07/03/24	4607 VISA	2610	AMAZON	50.28
47398	9001	07/03/24	4607 VISA	2610	AMAZON	168.42
47398	9001	07/03/24	4607 VISA	2610	AMAZON	123.13
47398	9001	07/03/24	4607 VISA	2610	AMAZON - MCR MEDICAL SUPP	29.95
47398	9001	07/03/24	4607 VISA	2610	AMAZON PLANNER	14.99
47398	9001	07/03/24	4607 VISA	2431	AMAZON SMOKE DETECTORS	96.10
47398	9001	07/03/24	4607 VISA	2890	AMAZON-MARKERBOARD	376.62
47398	9001	07/03/24	4607 VISA	2610	AMAZON-TABLE & CHAIRS	66.96
47398	9001	07/03/24	4607 VISA	2810	AMIGOS	12.72
47398	9001	07/03/24	4607 VISA	2610	AMIR MOROCCAN BENI SOUK R	100.21
47398	9001	07/03/24	4607 VISA	2610	CHAIR K WINSLAGER	109.98
47398	9001	07/03/24	4607 VISA	2610	CIRCLE SAMPLER RUG K WINS	309.99
47398	9001	07/03/24	4607 VISA	2610	COPY AREA ORGANIZER	6.99
47398	9001	07/03/24	4607 VISA	2643	DASHR SUBSCRIPTION FOR HO	200.00
47398	9001	07/03/24	4607 VISA	2610	DEWALT SAW FOR AGLER	649.00
47398	9001	07/03/24	4607 VISA	2610	DRACULA FOR TALACKO	449.70
47398	9001	07/03/24	4607 VISA	2650	EBAY CDSMICRO	247.45
47398	9001	07/03/24	4607 VISA	2610	ELEM SPED	256.36
47398	9001	07/03/24	4607 VISA	2610	ELEM SPED SUPPLIES	291.19
47398	9001	07/03/24	4607 VISA	2610	FARMHOUSE CAFE CAKES	217.24
47398	9001	07/03/24	4607 VISA	2610	FILL RITE SUBSCRIPTION FO	85.00
47398	9001	07/03/24	4607 VISA	2610	GLOVES FOR AGLER	59.35
47398	9001	07/03/24	4607 VISA	2610	HAPPY PLANNER	39.85
47398	9001	07/03/24	4607 VISA	2610	HS ART	338.83
47398	9001	07/03/24	4607 VISA	2640	INTRO TO SPORTS MEDICINE	584.93
47398	9001	07/03/24	4607 VISA	2643	LAPREA EDUCATION, INC - S	267.00
47398	9001	07/03/24	4607 VISA	2580	LINCOLN MARRIOTT CORNHUSK	20.34
47398	9001	07/03/24	4607 VISA	2610	POSTAGE FOR LETTER	2.83
47398	9001	07/03/24	4607 VISA	2610	PRE K SUPPLIES	329.08
47398	9001	07/03/24	4607 VISA	2330	REGISTRATION FOR SUMMER S	150.00
47398	9001	07/03/24	4607 VISA	2610	RUGS FOR K MATTSON	191.49
47398	9001	07/03/24	4607 VISA	2610	RUGS FOR K MATTSON	99.89

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
47398	9001	07/03/24	4607 VISA	2610	SUMMER SCHOOL SUPPLIES	391.64
47398	9001	07/03/24	4607 VISA	2610	SUMMER SCHOOL SUPPLIES	139.15
47398	9001	07/03/24	4607 VISA	2610	SUPPLIES FOR MUELLER-SPED	254.46
47398	9001	07/03/24	4607 VISA	2610	TPT - NOVEL STUDY FOR SUM	7.00
47398	9001	07/03/24	4607 VISA	2610	USPS	2,053.07
47398	9001	07/03/24	4607 VISA	2610	USPS	2,053.08
47398	9001	07/03/24	4607 VISA	2610	WALMART	36.91
47398	9001	07/03/24	4607 VISA	2610	WALMART	85.09
47398	9001	07/03/24	4607 VISA	2610	WALMART	16.82
47398	9001	07/03/24	4607 VISA	2610	WALMART - SUMMER SCHOOL S	67.74
47398	9001	07/03/24	4607 VISA	2610	WALMART - SUMMER SCHOOL S	94.18
47398	9001	07/03/24	4607 VISA	2610	WALMART - SUPPLIES FOR SU	18.78
47398	9001	07/03/24	4607 VISA	2610	WALMART - SUPPLIES FOR SU	80.73
TOTAL CHECK						13,938.80
TOTAL FUND						13,938.80
TOTAL REPORT						13,992.28

General Fund
2023-2024

<u>Reciepts</u>	<u>Budgeted</u>	<u>Actual Reciepts</u>	<u>% Received</u>	<u>Last Year At this time %</u>
Property Taxes	\$ 6,672,219.00	\$ 5,875,378.86	88.06%	78.12%
Carline Taxes	\$ 4,000.00	\$ 4,951.06	123.78%	116.53%
Motor Vehicle	\$ 400,000.00	\$ 397,390.95	99.35%	98.59%
PreSchool Tuitlon	\$ 15,000.00	\$ 16,100.00	107.33%	105.20%
County Sources	\$ 30,000.00	\$ 46,070.00	153.57%	137.16%
State Aid	\$ 2,041,657.00	\$ 2,041,657.00	100.00%	100.00%
Sped SA Revenue	\$ 500,000.00	\$ 941,665.00	188.33%	110.28%
Federal & all other	\$ 371,000.00	\$ 1,141,188.95	307.60%	
Transfer From Depreciation	\$ -	\$ -	-	
	\$10,033,876.00	\$10,464,401.82	104.29%	95.64%

<u>Expenditures:</u>	<u>Budgeted</u>	<u>Expenditures YTD</u>	<u>% Disbursed</u>	
<u>General Fund Totals</u>				
Elementary	\$ 4,426,159.65	\$ 3,602,678.65	81.40%	79.46%
Secondary	\$ 4,424,939.43	\$ 3,328,744.84	75.23%	71.75%
District	\$ 2,436,420.96	\$ 1,459,380.07	59.90%	62.67%
Total	\$ 11,287,520.04	\$ 8,390,803.56	74.34%	72.80%

General Fund Categories of Particular Interest

<u>Transportation</u>				
Elementary	\$ 186,601.68	\$ 87,827.69	47.07%	45.84%
Elem Transportation Maint.	\$ 90,644.32	\$ 51,474.58	56.79%	77.44%
Secondary	\$ 98,674.89	\$ 56,698.01	57.46%	61.51%
HS Transportation Maint.	\$ 22,661.08	\$ 43,167.74	190.49%	132.57%

District Level Categories of Particular Interest

<u>Facilities and Operations</u>				
Operat of Building	\$ 577,066.04	\$ 382,192.51	66.23%	72.25%
Building Maint.	\$ 550,604.47	\$ 195,078.14	35.43%	34.80%
Grounds Maint	\$ 107,500.00	\$ 51,739.39	48.13%	27.30%

Source Code:	Activity Balances as of		6/30/2024		
	Account	Beginning Bal	YTD Revenues	YTD Expenditures	Balance
701	One School One Team	\$ (629.69)	\$19,900.00	\$11,985.75	\$ 7,284.56
702	Always For Kids ELEM	\$ 20,199.79	\$28,544.99	\$18,396.29	\$ 30,348.49
702	HS Always for Kids	\$ 2,064.91	\$402.63	\$263.23	\$ 2,204.31
703	Art Class	\$ 7,496.22	\$2,806.34	\$5,029.41	\$ 5,273.15
704	Art Club	\$ 1,632.03	\$0.00	\$0.00	\$ 1,632.03
705	Athletics	\$ (20,318.00)	\$61,949.23	\$101,320.18	\$ (59,688.95)
706	Band	\$ 3,207.29	\$10,034.71	\$9,230.99	\$ 4,011.01
708	Book Club	\$ 270.55	\$0.00	\$0.00	\$ 270.55
709	Cheerleading	\$ 1,360.69	\$7,515.56	\$22,634.72	\$ (13,758.47)
710	Welding	\$ 966.15	\$570.00	\$33.20	\$ 1,502.95
714	SKILLS	\$ 593.39	\$5,042.00	\$4,362.63	\$ 1,272.76
717	Transition	\$ 1,613.51	\$0.00	\$0.00	\$ 1,613.51
720	Concessions	\$ 3,088.90	\$31,718.55	\$36,169.03	\$ (1,361.58)
721	Dance Squad	\$ (537.26)	\$9,977.50	\$12,062.15	\$ (2,621.91)
722	Drama	\$ 708.05	\$4,251.50	\$3,059.68	\$ 1,899.87
723	MS STEM	\$ 59.75	\$75.00	\$60.00	\$ 74.75
724	Elem Lounge	\$ -	\$0.00	\$0.00	\$ -
726	FBLA	\$ 14,496.48	\$35,950.52	\$43,184.52	\$ 7,262.48
727	Football	\$ 11,695.80	\$1,698.50	\$3,241.95	\$ 10,152.35
728	Reimbursement (general)	\$ 695.43	\$959.46	\$1,010.42	\$ 644.47
732	Fam Cons Science	\$ 562.61	\$1,260.00	\$1,954.17	\$ (141.56)
733	Wrestling	\$ 953.89	\$8,766.20	\$8,894.08	\$ 826.01
735	Honor Society	\$ 1,158.96	\$380.00	\$479.89	\$ 1,059.07
736	Activities Interest	\$ -	\$0.00	\$0.00	\$ -
737	MS Student Council	\$ 2,829.91	\$590.70	\$535.00	\$ 2,885.61
739	Library Fund Elem/HS	\$ 3,736.45	\$4,872.18	\$6,971.77	\$ 1,636.86
740	Industrial Tech / Woods	\$ 1,367.89	\$3,425.75	\$3,351.82	\$ 1,441.82
742	Quiz Bowl	\$ 870.82	\$0.00	\$0.00	\$ 870.82
744	HS Lounge	\$ 251.17	\$0.00	\$132.08	\$ 119.09
746	Spanish Club	\$ 149.97	\$0.00	\$0.00	\$ 149.97
747	Speech	\$ 247.91	\$473.26	\$507.00	\$ 214.17
748	Spring Musical	\$ 11,498.70	\$17,750.76	\$17,721.00	\$ 11,528.46
749	Student Council	\$ 3,816.37	\$3,068.43	\$3,108.92	\$ 3,775.88
750	Student Vending	\$ 1,403.01	\$0.00	\$0.00	\$ 1,403.01
751	Swing Choir	\$ 3,238.69	\$2,171.17	\$2,125.73	\$ 3,284.13
753	Yearbook	\$ 5,046.53	\$9,645.00	\$12,927.88	\$ 1,763.65
756	Pepsi	\$ 1,556.15	\$1,897.59	\$3,001.51	\$ 452.23
758	Floor Fund	\$ 427.95	\$0.00	\$0.00	\$ 427.95
761	Honors History	\$ -	\$0.00	\$0.00	\$ -
762	Baylor/ACT	\$ 2,981.09	\$438.00	\$425.88	\$ 2,993.21
764	Metro	\$ 30,800.85	\$0.00	\$0.00	\$ 30,800.85
765	Class of 2028	\$ -	\$300.00	\$0.00	\$ 300.00
766	FFA	\$ 25,205.65	\$32,504.43	\$39,790.47	\$ 17,919.61
768	RR Store	\$ -	\$8,500.00	\$0.00	\$ 8,500.00
770	K3 Basketball Camp	\$ 303.12	\$6,291.00	\$5,483.47	\$ 1,110.65
772	Class of 2023	\$ 1,044.36	\$0.00	\$0.00	\$ 1,044.36
773	Class of 2024	\$ 3,169.00	\$0.00	\$2,370.19	\$ 798.81
774	Class of 2025	\$ 4,657.88	\$1,976.00	\$5,171.62	\$ 1,462.26
775	Class of 2026	\$ 929.90	\$2,572.10	\$667.50	\$ 2,834.50
776	Class of 2027	\$ 90.00	\$1,877.60	\$0.00	\$ 1,967.60
782	Volleyball	\$ 5,088.91	\$5,415.00	\$2,193.90	\$ 8,310.01
783	Boys Golf	\$ 2,908.56	\$800.00	\$244.39	\$ 3,464.17
784	Girls Golf	\$ 4,869.41	\$805.00	\$0.00	\$ 5,674.41
785	Cross Country	\$ 5,895.90	\$2,726.00	\$3,247.59	\$ 5,374.31
786	Track Fund	\$ 2,713.84	\$2,572.00	\$1,266.70	\$ 4,019.14
787	MS Track	\$ 222.12	\$0.00	\$0.00	\$ 222.12
788	Softball	\$ 1,876.56	\$2,792.50	\$2,547.79	\$ 2,121.27
789	Baseball Fund	\$ 5,961.43	\$1,063.50	\$3,044.55	\$ 3,980.38
790	Boys Basketball	\$ 2,136.42	\$3,820.00	\$5,237.99	\$ 718.43
791	Girls Basketball	\$ 2,121.41	\$5,110.00	\$3,452.12	\$ 3,779.29
792	MS Girls Basketball	\$ 23.50	\$240.00	\$240.00	\$ 23.50
793	Striv	\$ 3,834.92	\$675.00	\$2,702.97	\$ 1,806.95
794	Sped	\$ 1,320.40	\$2,224.70	\$2,984.45	\$ 560.65
795	Wellness (District)	\$ 980.53	\$5,765.00	\$6,745.50	\$ 0.03
796	Elementary Activity	\$ -	\$0.00	\$0.00	\$ -
799	Girls On The Run	\$443.75	\$0.00	\$0.00	\$ 443.75
713	Alpaca	\$4,600.00	\$7.00	\$4,600.00	\$ 7.00
	Totals	\$201,950.48	\$364,172.36	\$426,172.08	\$139,950.76

**Arlington Public Schools
May 31, 2024**

Fund Name	Bank Statement Starting Balance	Receipts	Disbursements	Interest	Interfund Transfers	Bank Statement Ending Balance
2 Rivers Bank						
General Fund - 864	\$ 2,027,241.26	\$ 2,639,639.15	\$ 827,098.01	\$ 7,304.18	\$ 28,268.72	\$ 3,875,355.30
Activities - 109	\$ 208,946.50	\$ 36,511.47	\$ 56,594.74	\$ 346.76	\$ -	\$ 189,209.99
Hot Lunch - 487	\$ 179,523.72	\$ 29,449.76	\$ 0.25	\$ 335.53	\$ (28,268.72)	\$ 181,040.04
Depreciation Fund	\$ 835,074.72		\$ -	\$ 3,011.95	\$ -	\$ 838,086.67
Depreciation CD - 5826	\$ 265,413.50		\$ -	\$ -	\$ -	\$ 265,413.50
					Total Depreciation:	\$ 1,103,500.17
2017 Bond Refunding	\$ 285,469.44	\$ 203,716.76	\$ -	\$ 781.31	\$ -	\$ 489,967.51
QCPUF	\$ 248,091.23	\$ 124,003.59	\$ -	\$ 679.01		\$ 372,773.83
Spec Bldg Fund	\$ 721,738.09	\$ 90,523.97	\$ 192,814.50	\$ 1,975.34	\$ -	\$ 621,422.90
Sp Bldg CD (none for now)	\$ -	\$ -	\$ -		\$ -	\$ -
					Total Spec Bldg:	\$ 621,422.90
Total Special Funds	\$ 2,355,786.98	\$ 418,244.32	\$ 192,814.50	\$ 6,447.61	\$ -	\$ 2,587,664.41
Total SF minus CD's	\$ 2,090,373.48					\$ 2,322,250.91

Updated from May Board mtg.
Special Bldg Fund now collected
Amount.
7/2/24

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.
All Dates & Locations Tentative & Subject to Change

JOIN
US!

Events & Networking - <https://members.nasbonline.org/events>



HAVE A HAPPY 4TH OF JULY!

Board Candidate Workshop - July 9 - Ogallala

ENGAGE
YOUR
CANDIDATES

Board Candidate Workshop - July 10 - Hastings

Board Candidate Workshop - July 11 - Ord

Board Candidate Workshop - July 16 - Milford

Board Candidate Workshop - July 18 - Wayne

REG BY
JULY 3

ALICAP Summer Workshop - July 10 - Gering

ALICAP Summer Workshop - July 11 - Kearney

ALICAP Summer Workshop - July 12 - Lincoln

Legislative Special Session Begins Thursday, July 25



Area Membership Meetings begin August 20

**North Platte, Gering, Valentine, Kearney, York,
Norfolk, Nebraska City, Omaha & Fremont**

Continued on Page 2



Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

NASB BOARD QUICKS

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Labor Relations Conference - October 2-3 - Lincoln

Statewide General Election Day - November 5

State Education Conference - November 20-22 - Omaha

New Board Member Workshops - December 2024
Norfolk, Kearney, Gering, North Platte, York & Omaha

YOUR 2024 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

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AMERICAN FIDELITY
a different opinion

BCDM
architects

Boyd Jones

BISHOP
BUSINESS

BVH
ARCHITECTURE

CWP CARLSON
WEST POVONDRA
ARCHITECTS

CMBA
ARCHITECTS

CROUCH
RECREATION

D|A DAVIDSON
FIXED INCOME CAPITAL MARKETS
D.A. Davidson & Co. member SIPC and FINRA

envise

Facility Advocates
Dave Raymond

HAMITON

HAUSMANN
construction

NEBRASKA
LIQUID
ASSET FUND

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of Nebraska Company

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NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org



Nebraska Rural Community Schools Association

Member Update

July 4, 2024

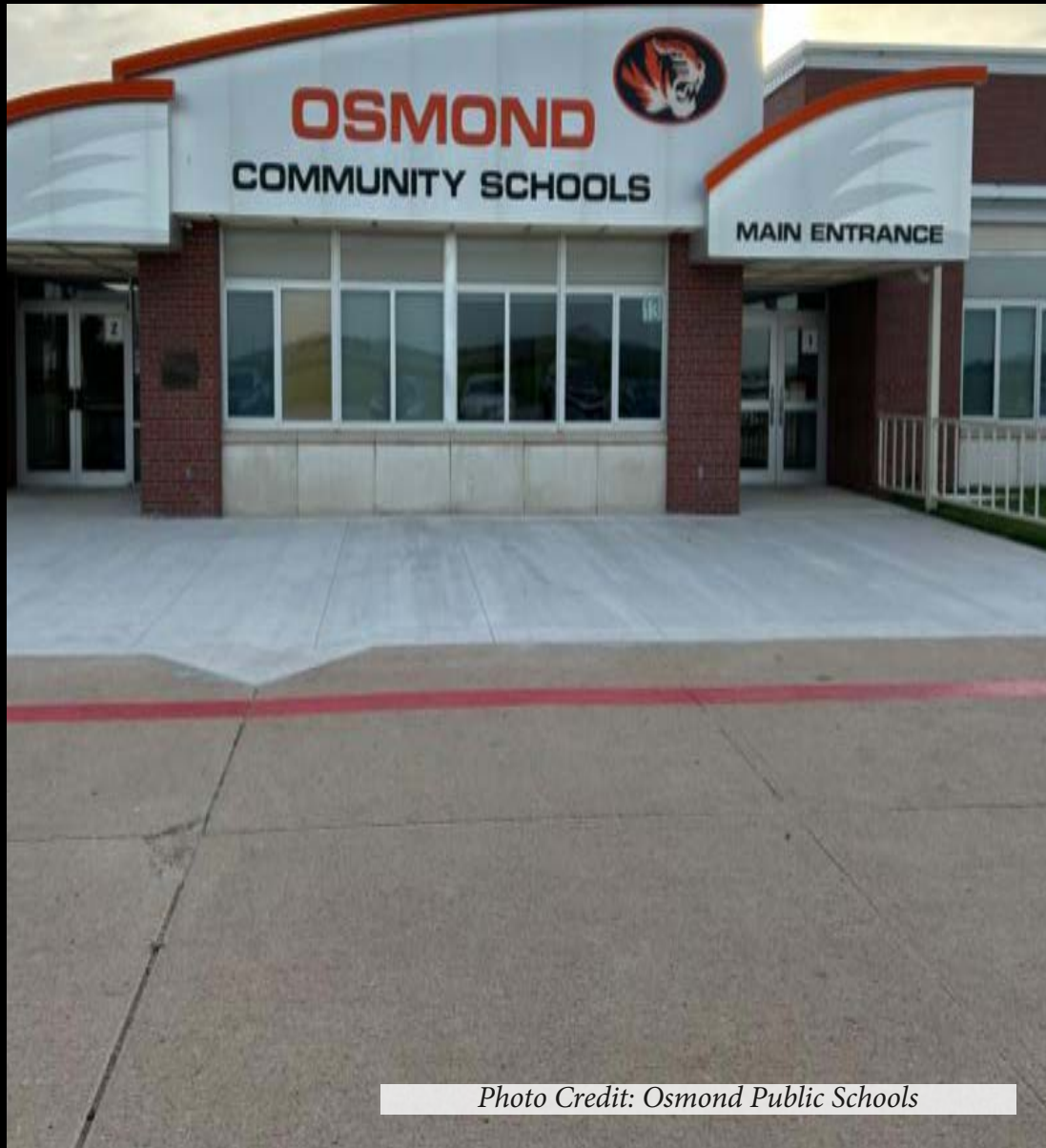


Photo Credit: Osmond Public Schools



www.nrcsa.net



www.twitter.com/NRCSA1980



www.facebook.com/nrcsahome/



NRCSA Calendar

NRCSA Events

NRCSA Golf Tournament

July 23, 2024

Meadowlark Hills Golf Course in Kearney

[**More about this event**](#)

Post Tournament Reception

July 23, 2024

Younes North Convention Center in Kearney

Following the NRCSA Golf Tournament

Silver 1 & 7

NRCSA New Superintendent Lunch

July 24, 2024

Holiday Inn in Kearney

11:45 AM, Stateroom C

NRCSA Distirct Meetings

September & October 2024

Sites & times TBD

NRCSA Legislative Forum

February 20, 2025

Cornhusker Hotel in Lincoln

[**More about this event**](#)

NRCSA Spring Conference

March 20 & 21, 2025

Crowne Plaza & Younes North Convention Center in
Kearney

[**More about this event**](#)

Committee Meetings

2024-25 NRCSA Executive Committee

July 24, 2024

Holiday Inn in Kearney

Following the New Superintendent Lunch
Stateroom C



NRCSA Search Service

Please let Jack Moles know where superintendent vacancies occur, so that NRCSA Superintendent Search can make direct contact. We need to hear as soon as possible in anticipation of getting promotional materials specific to that board of education ready. It is critical that Board Presidents have the NRCSA contact information so that if they choose to consider a Superintendent Search Service, NRCSA is one they hopefully will consider.



Deshler Public Schools Interim

Search Complete



Fairbury Public Schools Interim

Search Complete



Raymond Central Public Schools

Search Complete



Sioux County Public Schools

Search Complete

Access the Members area of www.nrcta.net anytime.

Login: member Password: playground

NRCTA is moving to a new office on July 15, 2024. The new address for NRCTA will be:

440 S 13th St, Suite B
Lincoln, NE 68508

NRCTA's annual membership drive is going on now. Notices were sent out in time for your July Board meetings. You are welcome to pay your dues in this fiscal year or the next. Annual Dues remain at \$850. Last year we had 221 school districts, ESU's, and State colleges and we expect to continue our annual growth. Thanks to you for being a member. This energizes our representation and advocacy for rural Nebraska, no matter who we are engaged with on education, legislation, or community issues. Without your support, there is less rural advocacy. Whether we like it or not, the outstate and rural population does not create a legislative majority anymore. In fact, rural Nebraska lost another seat in the Unicameral in last fall's redistricting. Finding success, whether passing, amending, or stopping legislation comes from membership, relationships, and focus. Thanks to your membership in NRCTA, rural is at the table and making a difference on behalf of our rural students, schools, and communities.

We do expect to grow in membership this year as we have already been informed that two Boards of Education have already voted to become new members for the 2024-25 school year. We are excited to welcome **OSMOND** and **ESU 1** to NRCTA!

NRCTA will host its fourth annual New Superintendent lunch during Administator Days in Kearney. Invitations will be sent via postal mail to new superintendents and those new to their district for 2024-25. The lunch will be held at 11:45 AM in Stateroom C of the Holiday Inn in Kearney.



Governor Pillen has called for a special session of the Unicameral. A special session of the Nebraska Legislature will convene in late July aimed at reducing property tax levels. Governor Jim Pillen recently notified the Nebraska Legislature of his intent to call the special session, and Speaker of the Legislature John Arch last week informed state senators that the special session will begin on July 25th. An official proclamation from the Governor's Office announcing the special session and defining its parameters is expected at any time.

The upcoming special session was earlier signaled by Governor Pillen after the Legislature failed to pass legislation meeting the Governor's goals for property

NRCTA Leadership

Mark Lenihan, President.
Wayne Community Schools

Dr. Dawn Lewis, Past President.
Arlington Public Schools

Dr. Heather Nebesniak, Pres-Elect.
Ord Public Schools

Chris Prososki, Secretary.
Southern School District # 1

District Representatives:

Eugene Hanks, West
Crawford Public Schools

Dale Hafer, North Central
Ainsworth Community Schools

Dr. Jon Cerny, Northeast
Bancroft-Rosalie Community Schs

Paul Sheffield, Southeast
Exeter-Milligan Public Schools

Jon Davis, South Central
Alma Public Schools

Jane Davis, Southwest
Hershey Public Schools

Executive Director:

Jack Moles

Lobbyists:

Jon Edwards
Scott Moore
Russell Westerhold

Legislative Co- Chairs:

Dr. Jason Dolliver
Pender Public Schools

Bryce Jorgenson
Southern Valley Schools

Scholarship & Recognition Co Chairs:

Tim Heckenlively,
Falls City Public Schools

Jim Widdifield
Minden Public Schools

tax relief prior to adjourning its regular session in April.

Governor Pillen has traveled the state this summer hosting town halls on the topic of property tax relief. During these sessions, he has previewed some aspects of the legislation he is considering for the upcoming special session. He has been talking generalities about the State taking over all funding of schools. There will likely be at least one other plan proposed. As we know more information we will try to pass it on. However, no formal plan has been announced and we understand that the Governor's intentions are still evolving.

The 2024 session of the Unicameral is complete. Below you will find a link to NRCSA's summary of bills that were passed. A few bills that did not pass are also listed. Bills signed by Governor Pillen become effective three calendar months after adjournment (July 18, 2024), unless the bill has a specific operative date or was adopted with an emergency clause. Bills adopted with an emergency clause take effect the day after being signed. All bills not enacted at the conclusion of this year's session are indefinitely postponed and will not carry over to the next Nebraska Legislature. They may, however, be re-introduced by a Senator as a new bill.

[NRCSA Bill Summaries \(Jack Moles\)](#)

The NRCSA Joe Toczek Golf Tournament will be held on Tuesday, July 23 at Meadowlark Hills in Kearney. Over the past few years we have had to turn away golfers due to course limitations. That is something we don't like doing, especially when we have to turn away members. We have worked with the staff at Meadowlark Hills to create more opportunities for those wanting to participate. New this year is a format in which there will be two foursomes on a hole at the same time. We are working on ways to help speed up play. We are going to try it this way this year to see if it is in fact the right direction for NRCSA to go.

The tournament is now full.

NRCSA Leadership and Committee appointments are complete. Chris Kunch was selected by the membership as President Elect. Elected to District Representative positions were Daryl Schrunck, Superintendent at Randolph (Northeast), Eugene Hanks, Crawford (West), Jon Davis, Alma (South Central), and Jane Davis, Hershey (Southwest)

At its June 19th meeting, the Executive Committee made the following committee appointments:

LEGISLATIVE COMMITTEE:

- Vern Fisher, Gibbon (re-appointed)
- Nick Mumm, Giltner (re-appointed)
- Patrick Ningen, North Bend (re-appointed)
- Seth Ford, Centennial (new appointment)
- Scott Trimble, Medicine Valley (new appointment)

SCHOLARSHIP AND RECOGNITION COMMITTEE:

- Jessica Bland, Oakland-Craig
- Matt McLaughlin, Leyton
- Brad Kjar, Tekamah-Herman
- Randy Kort, Meridian

RURAL TEACHER COMMITTEE:

- Matt Gordon, Amherst
 - Mark Otten, Rock County
-

NRCSA is in the process of building a “resource” document to assist members when they want insight on a particular topic. Often we are contacted and asked if we know of a school that has experience in a topic of interest. Many times we can point them in the right direction, but often we need to put out a request for information to the members. We have developed a list to begin from and already have some contact information on some of the topics. The plan is to feature this list in each of our monthly updates. Below is a link to a copy of this “early” list. If you would be willing to be listed as a resource or if you would like to suggest other topics for inclusion, please contact Jack Moles.

NRCSA School Programs

We continue to celebrate those who were selected to receive NRCSA awards for their outstanding contributions to rural education in Nebraska. Receiving NRCSA Awards at the Spring Conference were:

- OUTSTANDING ELEMENTARY TEACHER: Karma Ridpath (Dorchester)
- OUTSTANDING SECONDARY TEACHER: Tiffany Heins (David City)
- OUTSTANDING MUSIC TEACHER: Robin Ankrom (Falls City)
- OUTSTANDING ESU STAFF MEMBER: Brooke Kavan (ESU 7)
- OUTSTANDING SUPPORT STAFF MEMBER: Kim Fuehrer (East Butler)
- OUTSTANDING PRINCIPAL: Jamie Gorwill (Arthur County)
- OUTSTANDING BOARD OF EDUCATION MEMBER: Ken Spray (ESU 9)
- OUTSTANDING SUPERINTENDENT: Tim Heckenlively (Falls City)



KARMA RIDPATH



TIFFANY HEINS



ROBIN ANKROM



BROOKE KAVAN



KIM FUEHRER



JAMIE GORWILL



KEN SPRAY



TIM HECKENLIVELY

At its March meeting, the NRCSA Executive Committee made a positive move to assist non-traditional educators move toward full teaching certification. As a result of this move, new scholarship opportunities were created for paras who are in a para to teacher program and for transitional educators. NRCSA will provide three \$1,000 scholarships for the fall semester and three \$1,000 scholarships for the spring semester for the 2024-25 school year. Applicants for the scholarships must be current employees of a NRCSA-member district or ESU. Applicants must be enrolled for that semester in one of two types of programs: (1) in a recognized “para to teacher” program such as is offered by the three State Colleges (Chadron State, Peru State, or Wayne State), or (2) a transitional program in which a person with a minimum of a bachelor’s degree who is employed to teach in a member school while working through a transitional program, such as offered by the University of Nebraska-Kearney. The applicant would currently be teaching under a transitional certificate. Application materials are being developed and will be shared to the members in the near future. We will ask member districts/ESUs to share information on the application materials with employees who might qualify for the scholarships.



Announcement: Nebraska SMART Expansion to NRCSA

(NOTE: THE NEBRASKA STATE COLLEGE SYSTEM APPROACHED NRCSA ABOUT THE NEBRASKA SMART PROGRAM. NRCSA WAS PART OF DISCUSSIONS ON EXPANSION OF THE ORIGINAL IDEA THIS IS A GREAT OUTREACH ON BEHALF OF CHADRON STATE, PERU STATE AND WAYNE STATE)

Nebraska SMART Free Online Tutoring for K-12 Students

Nebraska SMART (Success Made Accessible through Rural Tutoring), founded by the Nebraska State College System, provides free online tutoring to K-12 students in rural Nebraska. Teacher education candidates from Chadron, Peru, and Wayne State Colleges remotely tutor students through an online tutoring platform. Click [here](#) to view the Nebraska SMART promotional video.

Nebraska SMART is expanding its service beginning in the Fall 2024 Semester to offer tutoring to K-12 students attending all school districts which are members of NRCSA (Nebraska Rural Community Schools Association). Additionally, Nebraska SMART will provide free online tutoring services to K-12 students enrolled in select smaller non-NRCSA public school districts in Nebraska while continuing to offer tutoring to students attending school districts in Educational Service Units 1, 4, and 13. A complete listing of eligible school districts can be found on the program's website.

How does it work?

Parents must initially register their student(s) before they can receive tutoring services. Once registered, students or parents on behalf of students can schedule a tutoring session at least 24 hours in advance. Students can also instantly be connected with a Tutor by requesting an on-demand session during tutoring hours. The Parent Guide shows how to create an account, schedule a session, join on-demand sessions, and more.

How can I find out more information about this program?

Three (3) informational webinars will be offered in August. Participants will join Julie Dickerson, Director of Nebraska SMART, to learn more about this free online tutoring program available for K-12 students in rural Nebraska. Click below to register for one of three live webinars about Nebraska SMART:

[August 6, 2024 @ 2:00 PM Central Time, 1:00 PM Mountain Time](#)

[August 9, 2024 @ 11:00 AM Central Time, 10:00 AM Mountain Time](#)

[August 14, 2024 @ 4:00 PM Central Time, 3:00 PM Mountain Time](#)

How can school districts help?

Your assistance in communicating with parents in your school district is essential to expand awareness and generate interest in this program. Below are ways that you can help:

- Share about Nebraska SMART in school/district/classroom parent newsletters
- Share about this program during your school/district Open House or Back to School nights
- Like, follow, and/or share Nebraska SMART on [Facebook](#), [Instagram](#), and [X \(Twitter\)](#)
- Share Nebraska SMART social media posts on your school/district social media pages
- Link [Nebraska SMART](#) as a student resource on your school district websites
- Share about this program with Teachers, Counselors, and other district staff
- Share about this program with Parent/Teacher Associations
- Distribute bookmarks to each K-12 student in your school/district (these will be mailed to school districts at the end of July)
- Hang posters in a visible location (these will be mailed to school districts at the end of July)

- Share with your district technology team the domain [allowlist guide](#).

Please note that we are unable to support Pre-K students at this time; please refrain from distributing promotional materials to Pre-K students.

Marketing materials, including a bookmark for each student and a poster for each building, will be mailed to each school district (or school building) and is expected to arrive at the end of July or beginning of August. We appreciate your assistance in sharing this free online tutoring opportunity with students in your school districts.

For more information, visit: www.nscs.edu/nebraskasmart

Questions, comments, or concerns?

Email: nebraskasmart@nscs.edu

Connect with Nebraska SMART on social media:

Facebook: facebook.com/nebraskasmart/

Instagram: [@nebraskasmart](https://www.instagram.com/nebraskasmart)

X (Twitter): [@nesmarttutor](https://twitter.com/nesmarttutor)

Thank you for your support in assisting with communication about Nebraska SMART in your school districts! We look forward to serving your students.

UNL Extension Center: Embracing Innovation: Exploring the Dynamics of New Partnerships

Developing business & Industry, organizational, and postsecondary partnerships with school districts can play a pivotal role in enriching the educational experience, supporting student achievement, and strengthening connections between schools and their communities. By leveraging external resources, expertise, and support, schools can create a more inclusive, engaging, and supportive learning environment for all students. While partnerships within school districts can bring numerous benefits, there are also challenges that may be encountered. These can be overcome by fostering a culture of collaboration, prioritizing communication and relationship-building, seeking creative funding solutions, and promoting equity and inclusivity in partnership efforts. Additionally, leveraging support from district leadership, community stakeholders, and external resources can help schools overcome obstacles and maximize the benefits of collaborative partnerships.

We in the Institute of Agriculture and Natural Resources (IANR), specifically the College of Agricultural Sciences & Natural Resources (CASNR) and Nebraska Extension 4-H, believe this strategy for K-12 partnerships will result in a strong learning innovation network of support for every learner and every educator in the state of Nebraska. The world of higher education is evolving, driven by changes in technology, demographics, workforce demands, and societal expectations. To meet the needs of today's learners in the 21st century and prepare them for the challenges of tomorrow, we are embracing innovation, collaboration, and a student-centered approach.

In recent years, CASNR has created two new positions to help in this work. Dr. Tammy Mittelstet (tmittelstet@unl.edu) is serving as the CASNR Statewide Education and Career Pathways Coordinator and Bailey Feit (bailey.feit@unl.edu) serves as the LPS/CASNR Early College and Career Pathways Coordinator. They engage in co-creating education and career pathways for students and supporting teachers by:

- creating opportunities and minimizing barriers for all learners in the exploration of education and career pathways,
- investing in and supporting teachers to innovate and integrate cross-curricular concepts of Food, Energy, Water, and Societal Systems (FEWSS) throughout K-12 education,
- encouraging our higher education institutions to share content expertise to build curriculum that will inform best practices in the areas of FEWSS and mentor future systems thinkers for the continuum of learners through our higher education institutions,
- connecting and developing a team of community leaders to build partnerships that combine resources to support student and teacher innovation, and
- building a workforce of tomorrow with the support of the industry of today by developing work-based learning

opportunities.

If you would like to get monthly updates, consider signing up for the L.I.N.K.S. newsletter at <https://casnr.unl.edu/k-12-partners>.

Nebraska Extension brings University of Nebraska expertise and research in 8 key areas of impact directly to Nebraskans from all walks of life in each of the state's 93 counties. Nebraskans turn to Nebraska Extension to strengthen their families, inspire their communities, empower young people, conserve and protect natural resources and advance their farms, ranches and businesses. Nebraska 4-H represents one of the eight key areas, and has been a leader in the career and college readiness field by being one of the first in the country to support a statewide educator position and team to provide leadership in program development and delivery.

The College & Career Success Team is led by Dr. Dawn Lindsley (dawn.lindsley@unl.edu) at the State 4-H Office and Jacie Milius (jacie.milius@unl.edu) in Gage County. In 4-H, we believe in the power of young people. With nearly six million members nationwide and 140,000 in Nebraska, we empower youth to lead for a lifetime. In a rapidly changing world, it's crucial for young people to be equipped with the right mix of knowledge, skills, and experiences for their transition from education to the workforce. Through our programming, we provide developmentally appropriate, experiential learning opportunities to help youth and adults explore postsecondary education and career options, preparing them to reach their fullest potential in today's dynamic job market. If you would like to learn more, please visit <https://4h.unl.edu/programs-priorities-career-college-success>.

Nebraska students are the leaders, innovators, and problem-solvers of tomorrow. Through collaboration with business & industry, organizational, and postsecondary partners, school districts can provide students with invaluable real-world experiences, access to resources, and insights into the demands of the workforce. We can bridge the gap between education and employment, equipping students with the skills, knowledge, and connections they need to thrive in the competitive global economy. Together, we can create a brighter future for our students and our communities.

NRCSA has had the great privilege to work closely with Open Sky Policy Institute over the years. They provide great information on the fiscal impact of legislation that is very helpful to me in my work as NRCSA's chief lobbyist. I would encourage Superintendents and Board of Education members to sign up to receive Open Sky's email updates.

Open Sky has developed some awesome Nebraska Public School District Profiles instruments. It provides much information that can be used to tell the story of your district in comparison to other districts when discussing school finance. The instruments can be accessed at:

<https://www.openskypolicy.org/schooldistrictprofiles>

The mission of OpenSky Policy Institute is to provide impartial and precise research, analysis, education and leadership on fiscal policy-improving opportunities for all Nebraskans. Subscribe to their email updates at <https://bit.ly/OpenSkyUpdates> <https://bit.ly/OpenSkyUpdates> or contact Todd Henrichs at thenrichs@openskypolicy.org.

At the Membership Meeting during the Spring Conference the Executive Committee presented updated NRCSA Constitution/By-Laws for approval by the membership. According to NRCSA rules, such issues must be shared with the membership prior to the meeting. The updates were approved. Below are links to a working copy with suggested revisions and an adopted copy which was voted on and approved.

[Adopted copy](#)

The National Rural Education Association, in partnership with the Rural Schools Collaborative, has issued a study entitled WHY RURAL MATTERS. The report “looks critically at how educational supports and resources for student well-being are being distributed, casting light on which of our rural children are in need of additional support”. The study is well done and shows Nebraska in a pretty positive light. I would encourage you to take a look at WHY RURAL MATTERS, which can be accessed here:

[Why Rural Matters](#)

The National Rural Education Advocacy Coalition (NREAC) partnered with AASA in producing a report on REAP. REAP is a program that benefits many of our smaller districts. The report can be accessed here:

<https://www.aasa.org/docs/default-source/resources/reports/rural-education-achievement-program-survey-report.pdf>

[Understanding REAP](#)

NRCSA is pleased to announce a partnership with New Leaf Teletherapy. New Leaf provides mental health teletherapy services for both staff and students. I became very interested in this possibility especially in terms of staff services. I know our members are working hard to provide services for their students, but there does not appear to be that same capability when looking at staff services.

I look at this service as helping to bolster what your district is already doing, not to take the place of those efforts. I believe this can be a cost effective means of furthering your efforts.

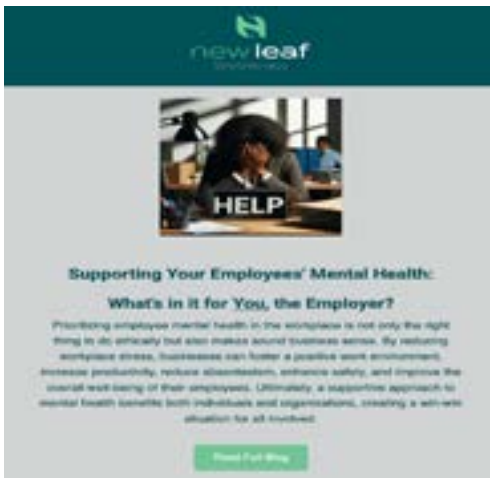
NRCSA recently hosted three introductory Zoom meetings with Mark Goldman and Deb Romano of New Leaf to have them explain what the program would look like. Below you can access the slide show from those meetings, as well as a recording of one of the meetings.

[New Leaf PowerPoint Presentation](#)

[New Leaf Zoom Meeting](#) (recording)



If you would like to be in contact with Mark Goldman or Deb Romano, please feel free to call or email me and I can help make that happen.



[Read the Full Blog](#)

Board of Education meeting visits. Beginning in December, 2019, I started attending Board of Education meetings in member school districts/ESUs. Since then, I have attended 106 such meetings. I most recently attended the Board meetings at Tekamah-Herman and Oakland-Craig on Monday, April 8, Douglas County West and Arlington on Monday, May 13, and Crofton, Wausa, and Osmond on Monday, June 10.

I will not be attending Board meetings in July. I have really enjoyed attending meetings and am willing to attend Board meetings when I can. I take a few minutes to cover NRCSA news and offerings, as well as some legislative news. When I am going to be in a specific area on Board meeting days I may send out a notice to near-by Superintendents to make an offer to visit. I'd like to be able to schedule two or three in the same evening if I can.

If you would be interested in me attending a future Board meeting, please contact me to start the arrangements. I would also be willing to "attend" your Board meetings via Zoom if you preferred. I would still only do one at a time but would be able to do several in the same evening. Let me know and we will try to make the connection.



NRCSA EXECUTIVE DIRECTOR JACK MOLES WITH THE ARLINGTON BOARD OF EDUCATION & SUPT. DAWN LEWIS

The American Heart Association is committed to partnering with schools in rural Nebraska to improve the health of their communities. A few of these opportunities include:

Tobacco Free Schools. Unfortunately, recent data reveals the ongoing challenges of youth tobacco use. The 2021 National Youth Tobacco Survey showed that: Approximately 2 million MS/HS students reported using

e-cigarettes during the pandemic; nearly 85% of them used flavored tobacco products. More than 4 in 10 HS students and nearly 2 in 10 MS students who used e-cigarettes did so 2 out of 3 days and youth showed a strong brand preference.

Many schools have struggled to keep up with the continued innovation of the tobacco industry. To help address that, the American Heart Association created our Tobacco Free Schools Toolkit. The toolkit is designed to help schools update their policies so that now – and in the future – they will cover all products, people, and places while providing mechanisms that support students who are battling tobacco addiction. More information/resources are here.

Improving Cardiac Response in Schools. In the aftermath of a cardiac emergency -minutes matter. The Chain of Survival starts with those who are present and requires everyone to do their part. This is especially true in rural communities where EMS resources are often further away. We recently launched a series of new tools to help schools, youth sports, and other entities develop Cardiac Emergency Response Plans. These plans consider: access to functioning AED's, a strong base of CPR knowledge and training, as well as the identification of a response team and the annual practice of a cardiac emergency.

For questions about these or other initiatives, please reach out to Tim Nikolai, Sr. Rural Health Director, at Tim.Nikolai@heart.org.

A note from Mr. Nikolai:

*For those I have not met previously, I am the **American Heart Association's** lead for rural health in the Midwest Region, inclusive of your states. My role allows me to work collaboratively with all manner of organizations that are in a position to impact health in their communities – and schools are certainly near the top of that list.*

There are many ways our organization has worked to collaborate with schools – supporting access to nutritious, affordable food, helping to address the ongoing challenges of vaping/tobacco use, and more. Today, though I'm focusing primarily on our resources to assist with cardiac readiness / cardiac emergency response planning.

*Much of the country was watching – or has followed since – the **collapse of Buffalo Bills' safety, Damar Hamlin, on Monday Night Football**. Fortunately, Damar's story had a happy ending. Our goal is to maximize the opportunity for everyone to have a similar outcome should they experience a Sudden Cardiac Arrest. Most organizations will not have the resources that the NFL does to ensure player safety, but there is much that can be done, especially with proper planning.*

*Some data suggests that **nearly 1% of schools will be the site for an out of hospital cardiac arrest annually**. For a variety of reasons, rural areas are disproportionately impacted by both rates of cardiac arrest and poor outcomes. We know that prepared and equipped schools mean better outcomes for staff, students, visitors, and the communities that so often gather in school spaces.*

We have recently built out/updated a variety of tools to assist schools – and other organizations – with their cardiac readiness. These include:

- *Sample Cardiac Emergency Response Guidelines and Plans.*
- *A toolkit to maximize the impact of AED placement and implementation.*
- *Training and awareness tools to help with Hands-Only CPR knowledge for staff and students.*
- *A revamped, training site search feature, for coaches, nurses, and others who need CPR certification.*
- *In some cases, we may have – or be able to help secure – financial resources to help schools with purchasing/maintaining AEDs, CPR mannequins, etc. Hearing the scope of that need can help us secure additional resources, so please let us know!*

Please let me know if you see an opportunity or need to dialogue about these resources further

or share them with your member districts. I'm happy to assist with newsletter copy, join or host webinars, or other ideas that fit your standard means of communication.

Finally, at the risk of sharing too much – a few other notes I wanted to highlight.

- *I've attached an invitation for our **Fall Educator Series**. Administrators/Educators from all districts are welcome to attend the sessions they are interested in. You'll see the one in November is on Cardiac Emergency Response Planning.*
- *Last year some 1300+ rural schools in the Midwest participated in our Kids Heart Challenge program. They raised life-saving money for our mission, earned PE equipment for their schools, and helped improve health knowledge in their community. Last year, tens of thousands of families learned Hands-Only CPR through the program.*
- *Thanks to the **Missouri Rural Health Association** for sharing our HeartCorps program on their home page. That opportunity exists for IA, KS, KY, MN, MO, NE, OH, and WI. Happy to chat more!*

[American Heart Association Service Summary](#)

Farm to School Network Takes Root in Nebraska

The Nebraska Department of Education, Center for Rural Affairs, Nebraska Extension, Buy Fresh Buy Local, and No More Empty Pots are pleased to announce the establishment of the Farm to School Network in Nebraska. The network aims to increase access to fresh and nutritious foods in Nebraska schools and strengthen connections between local farmers, educators, and communities.

To build this network, a Network Development Committee and Advisory Committee will lead the process and guide stakeholders to create a strategic, collective action plan that will move farm to school forward in Nebraska. The Network Committees are made up of representatives from key organizations and institutions across the state and are focused on breaking down barriers standing in the way of implementing farm to school initiatives.

The Network Committees will begin the network building process with mapping community assets, phase one of the Nebraska Farm to School Network Timeline. Through this phase, they will collect information on existing farm to school activities in the state and establish a vision for the network.

All stakeholders interested in building a stronger and healthier food system in Nebraska may participate in upcoming virtual and in-person listening sessions. These listening sessions will take place from October 10th to 18th and provide a platform for sharing information about current farm to school activities and discussing the future vision for the network.

“Pillars to farm to school success in a state include partnerships, policies, and supportive programming. A network will support development of these initiatives,” said Sarah Smith, Nebraska Department of Education Farm to School Specialist and Project Director.

To register for the listening sessions or to learn more about the Nebraska Farm to School Network, please visit the [Network's webpage](#).

Southern Superintendent Chris Prosocki has shared a sample Superintendent Checklist that he uses. I thought this was a great instrument, one that I wished I had available to me when I was in the Superintendency. It can be especially helpful as you head into the new school year! Thanks to Chris for sharing this! You can access the updated checklist here:

[Superintendent Check List](#)

The ESUCC and ESU 3 have shared a document which outlines all of the trainings and mandates that are required of districts. The document, “School District Plans, Policies, and Annual Trainings Requirements”, is a handy reminder for districts. Thanks to ESUCC Executive Director Kraig Lofquist and ESU 3 Administrator Dan Schnoes for developing and distributing this handy tool. The document may be accessed here:

[School District Plans, Policies, & Annual Trainings](#)

We urge you to consider participation in the NRCSA Partner OneCard program as a tool for you in managing school expenditures, both large and small. Certainly, the card can help reduce/eliminate any issues relative to unverified cash expenditures. You decide who uses it, can get cards for each of those users, keep all cards wherever you wish, determine the amount to load on each individual card, and how long the time frame of use is. It is a terrific management tool and clearly identifies each expenditure/name/date/amount. Whether small purchases or very large purchases, the card is a terrific tool. NRCSA owns the state contract, so liability for misuse falls to NRCSA, not the district user. We have only had three circumstances of fraud and all three have been the theft of the card number information, not any district employee misuse. For 2023-24, 98 districts/ESUs participated in the program. We have received interest from several districts already this year, so we believe we will end up with over 100 entities using the program. Great job by all participating districts in protecting the card and program! Don't forget, the NRCSA rebate from the transaction fee paid by businesses that choose to accept plastic is used for scholarship, awards, and special needs. For 2023-24, the rebate was over \$30,000 to NRCSA, showing that use is increasing, and large purchases are being included. WIN, WIN, WIN! If you are considering joining the program and need more information, please contact Jack Moles (jmoles@nrdsa.net) or Jeff Bundy (jbundy@nrdsa.net).



NRCSA wishes to share in the celebration of the special accomplishments and recognitions going on in our member schools and ESUs.

June 2024:

* Three Nebraska teachers have been selected as state finalists for the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST), the nation's highest honor for K–12 science, technology, engineering, mathematics, and/or computer science teachers. Two of the teachers are from NRCSA-member districts: Megan Mullen of Paxton and Thomas McChristian of Bennett Elementary (OR-1, Palmyra-Bennett).

* At the 2024 Nebraska Career and Technical Education (CTE) Conference, several individuals and organizations received recognition for their efforts on behalf of CTE in Nebraska schools. Among those recognized were:

- Outstanding CTE Administrator Award: Dr. Jon Cerny, Superintendent Bancroft-Rosalie Public Schools
- Outstanding Secondary CTE Programs Award–Lakeview Community Schools

* Gov. Pillen and the Nebraska Department of Education recently recognized Nebraska students who achieved top scores in the ACT and/or SAT. Students from NRCSA-member schools who were honored were:

- Caleb Kelly, Pender Public School
- Katherin Richards, McCook Senior High School

* The FFA State Leadership Team has been chosen. All of the team are alumni of FFA programs in NRCSA-member districts. They are: President Reagan Choat (Plainview), Vice President Alexa Tollman (Crawford), Vice President Clair Woepfel (Chambers), Vice President Trey Stewart (Wisner-Pilger), Vice President Calie Cockburn (Emerson-Hubbard), and Vice President Peyton Hinrichs (Meridian), and Secretary Brynn Almgren (Stuart)

* William Sams, Crawford, won an Upward Bound area writing contest and earned an all-expense paid trip to Tennessee.

* The FBLA State Leadership team has been selected. Several of the team are from NRCSA-member districts. They include: Vice President Josey Moore (Ravenna), Secretary Kristen Billings (Auburn), Treasurer Chase Harper (Adams Central), Reporter Gabby Feeney (Adams Central), and Parliamentarian Sarah Lange (Raymond Central)

* Debra Stroh of Gibbon was honored as the FBLA Outstanding Local Chapter Advisor.

* Tomi Reid and Garrett Tollman of Crawford placed 2nd in the National History Competition. Their entry in the Senior Group Exhibit was titled “Homesteading: A Contradictory Turning Point in History”.



* At the Striv Summer Workshop last week, Striv announced the 2023-24 Striv School Score winners. Johnson County Central finished in 1st Place of all Striv Schools. The Striv School Scores are calculated based on a variety of analytics such as viewership, engagement, and use of tools/resources.



MARCUS SCHEER (RIGHT), JOHNSON COUNTY CENTRAL STRIV SPONSOR

* SkillsUSA recently held its national competitions. Students from NRCSA-member schools who placed in the top three were:

- ROBOTICS-URBAN SEARCH AND RESCUE (COLLEGE): Gold medal won by Wayne State. Team members: Hailey Hoffman and John Mann
- CHAPTER DISPLAY (COLLEGE): Bronze medal won by Wayne State. Team members: Zach Covington, Jonathon Dixon, and Sarahi Lopez
- PREPARED SPEECH (HIGH SCHOOL): Bronze medal won by Braydon Hoelsing, Wausa
- TEAM ENGINEERING CHALLENGE (MIDDLE SCHOOL): Bronze medal won by Thayer Central. Team members: Jaxson Bowers, Aiden Degenhardt, Peyton Hubl

* Karsyn Leeling of Sidney was selected by the Lincoln Journal-Star as its Female High School Athlete of the Year.

* Carter Nelson of Ainsworth was selected by the Omaha World-Herald as its Male High School Athlete of the Year.

* Three alumni of NRCSA-member schools recently made news on the national level:

- Baylor Scheierman, a graduate of Aurors, was selected by the Boston Celtics in the first round of the NBA draft.
- Jordan Larson, a Logan View graduate, was named to her fourth US Olympic Volleyball Team.
- Maggie Malone Hardin, a graduate of Fillmore Central, qualified for her third US Olympic Track and Field Team in the Javelin.

The National Rural Education Advocacy Consortium (of which NRCSA is a member) continues to represent rural education on the Federal level. NREAC is an extension of the National Rural Education Association. NRCSA Executive Director Jack Moles and NRCSA Legislative Committee Co-Chair Bryce Jorgenson (Supt. at Southern Valley) attended the NREAC Federal Legislative Summit in Washington DC on April 28-30.



JACK MOLES AND BRYCE JORGENSEN AT THE U.S. CAPITOL



NRCSA EXECUTIVE DIRECTOR JACK MOLES AND NEBRASKA CONGRESSMAN ADRIAN SMITH

Bryce and Jack met with the offices of each of Nebraska's contingency in Congress. They specifically shared three points of emphasis with them:

- Copies of NREA's publication, "Why Rural Matters" was presented to each of the offices.
- Full funding of IDEA was stressed. This would bring about \$171 million more to Nebraska public schools in support of Special Education services.
- Passage of the Secure Rural Schools Reauthorization Act of 2023. This would bring about \$180,000 to school districts surrounded by tax-exempt public lands.

A brief description of the six NREAC legislative priorities are as follows:

- 1) **EDUCATION FUNDING:** NREAC seeks preservation of critical federal funding for rural schools.
- 2) **REAP FUNDING:** NREAC urges Congress to increase funding to Title V, Part B of ESSA, the Rural Education Achievement Program, with a specific increase to the Rural Low-Income School Program.
- 3) **INFRASTRUCTURE:** NREAC supports efforts to ensure any infrastructure proposal in Congress must include funding for modernizing or maintaining rural school facilities.
- 4) **FOOD AND NUTRITION:** NREAC supports any effort to streamline processes and reduce the administrative burdens related to school meal programs.
- 5) **SCHOOL SAFETY:** NREAC supports flexible federal formula funding streams that channel resources to rural school districts for school safety that recognizes the geographic and economic challenges in rural communities.
- 6) **BROADBAND AND CONNECTIVITY:** NREAC believes access to high-speed internet is critical for providing equitable access to learning for students in rural schools. As such, NREAC strongly supports maintaining E-Rate as an element of the Universal Service Fund in its current funding structure.

NREAC Legislative Agenda

Last school year, NRCSA began a Principal Search Service. This service is patterned after our successful Superintendent Search Service. Two options are available. Both options will involve NRCSA consultants recruiting candidates for the position. One option will involve the NRCSA consultant making background calls, while the reduced version of the service will place that role with the Superintendent. If you are interested in getting more information about the service now, please contact Jack. Here is a brochure outlining the service.

NRCSA Principal Search Brochure

An outstanding opportunity is available for rural districts or ESUs to “grow their own” School Psychologist. I highly encourage someone in your school or ESU to apply for admission to the Prairie Nebraska Project through UNL.

With generous funding from the Behavioral Health and Education Center of Nebraska, the University of Nebraska Lincoln’s School Psychology program is recruiting 10 rural Nebraska residents to complete an Educational Specialist degree in School Psychology. The Prairie Nebraska project uses synchronous and asynchronous online instruction to deliver a program of study that is highly accessible for rural Nebraska residents. Students will be able to complete the training in their own community without having to relocate to Lincoln. Prairie Nebraska funds will pay for the trainees’ tuition and fees. Upon successful completion of the program, Prairie Nebraska trainees will qualify for an endorsement towards a Nebraska Department of Education certificate in School Psychology.

Successful applicants to the Prairie Nebraska program will:

- Live and work in any Nebraska county excluding Douglas, Lancaster, Sarpy, Washington, or Cass Counties.
- Have a recommendation from an ESU or school administrator with a commitment by the school/ESU to provide the experiences and supervision that trainees will need to complete the program.
- Apply to and be accepted into the University of Nebraska Lincoln Educational Specialist program in School Psychology.

Due to restrictions associated with the ARPA funds, all project-funded activities must be completed by December 2025. Consequently, we will be recruiting very quickly – with review of applicants beginning on April 1, 2023 and continuing until the program is filled. Coursework and supervised practica will be tightly scheduled and offered one course at a time. Formal, synchronous courses and meetings will be scheduled outside of typical work hours (e.g., 5 PM or later) and will emphasize projects, assignments, and activities that have practical utility to prepare students for day-to-day practice as School Psychologists.

Interested applicants should email Beth Doll, bdoll2@unl.edu and include their:

- Name, email, and phone number
- Mailing address, including county of residence
- The school district or Educational Service Unit

that is likely to provide their recommendation and commitment for supervised experiences

New Collaboration Seeks to Address Principal Shortage and Strengthen Professional Development

A new collaboration designed to address the shortage of future principals and strengthen professional development of current school leaders is underway. The project, entitled, Growth-Oriented Leadership Development (GOLD) is being coordinated by members of the UNL Department of Educational Administration, in partnership with NRCSA, NCSA, ESUs, and NDE.

“We’re seeking federal funds to develop current and future principals from within—a grow your own model, said Nick Pace, chair of the UNL Educational Administration Department. Over the next several months, Pace says a team led by professors Jiangang Xia and Scott Sturgeon will be inviting districts to join the effort. The team is inviting approximately 60 schools to participate, with half receiving focused training while the other half continues its current efforts without the training. Districts not initially selected for the training group would be first in line for the next round of the program, if funded.

Districts interested in participating should watch for information through NRCSA updates, ESU superintendent meetings, or by contacting Pace, Xia, or Sturgeon.

Nick.Pace@unl.edu, Jxia@unl.edu, sssturgeon2@unl.edu

NRCSA developed a corporate sponsorship/partnership program. The program is designed to provide our corporate partners with more opportunities for contact with the decision makers in our member school districts, ESUs, and the colleges through increased exposure. Corporate partners are able to choose among three levels of sponsorship: Purple Ribbon Partners, Blue Ribbon Friends, and Red Ribbon Sponsors. Different forms of contact with our members are made available in each of the three levels.

All of NRCSA’s Purple Ribbon Partners exhibited at the NRCSA Spring Conference.



Cheever Construction



Voss Lighting



Facility Advocates



Purple Ribbon Partners



Apptegy

Emily Milnamow
2201 Brookwood Dr, Suite 115
Little Rock, AR 72202
Phone: (317) 219-8686
conferenceteam@apptegy.com



DA Davidson

Paul Grieger
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Cheever Construction

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DLR Group

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eokeeffe@dlrgroup.com



CMBA Architects

Troy Keilig
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Phone: (308) 384-4444
keilig.t@cmbaarchitects.com



Facility Advocates

Dave Raymond
3738 S 149th St, Suite 102
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Phone: (402) 657-9177
draymond@facilityadvocates.com



Cornhusker International Trucks

Russ Folts
3131 Cornhusker Hwy
Lincoln, NE 68504
Phone: (402) 304-4016
russ.folts@cornhuskerinternational.com



MCL Construction

Travis Justice
14558 Portal Circle
Omaha, NE 68138
Phone: (402) 339-2221
tkj@mclconstruction.com



Purple Ribbon Partners



Network For Educator Effectiveness (NEE)

Marc Doss
288 Maguire Blvd
Columbia, MO 65211
Phone: (844) 793-4357
dossm@missouri.edu



Tremco Roofing

Tyler Petersen
3735 Green Road
Beachwood, OH 44122
Phone: (909) 302-0617
tpetersen@tremcoinc.com



Voss Lighting

Randy Herrick
4624 S 140th St
Omaha, NE 68137
Phone: (402) 850-9789
randy.herrick@vossighting.com



Piper Sandler & Co

Jay Spearman
11422 Miracle Hills Dr, Suite 408
Omaha, NE 68154
Phone: (402) 599-0307
jay.spearman@psc.com



RMV Construction

Curtis Baetz
1515 E 11th St
Kearney, NE 68847
Phone: (308) 893-2010
curtis@rmvconst.com



Wilkins Architecture, Design, Planning

Jacob Sertich
2908 W 39th St, Suite A
Kearney, NE 68845
Phone: (308) 237-5787
jsertich@wilkinsadp.com



Trane Technologies

Jonathan Hoesch
11937 Portal Rd
La Vista, NE 68128
Phone: (402) 499-8468
jonathan.hoesch@trane.com



Blue Ribbon Supporters



Blue Cross Blue Shield of Nebraska



Clark Enersen Partners



Cognia



First National Capital Markets



Hausmann Construction



Kearney Visitors Bureau



Navitas



Rasmussen Mechanical Services



Sparq Data



US Bank

MEMBER SPOTLIGHT

Educational Service Unit 10



Enrollment: 33 member school districts

Locations: Kearney, NE

Interesting Fact: Our member schools cover a distance of 9,505 miles. In Central Nebraska.

Administrator: **Dr. Melissa Wheelock**

Karen Harmoney - Secretary, **Kay Grimminger**, **Dr. Mark Reid**, **Esther Rickert** - Vice-President, **Dale Naprsek**, **Marilyn Bohn** - President, **Mary Stoltenberg**, **Ron Tuttle**, not pictured: **Teresa Osborn**



We are proud of the services and supports we provide to our member schools in central Nebraska. We strive to meet our mission statement each and every day:

Educational Service Unit 10, established leaders in education, equips districts and empowers stakeholders to meet their diverse and ever-changing needs through collaborative partnerships and tailored solutions while serving as a catalyst for innovation.



I would encourage districts to consider participating in the Academic Decathlon competition.

Academic Decathlon is an activity that is dependent on students of different ability levels. A team is made up of students who are in the Honors (A average), Scholastic (B average), and Varsity (C average) levels. Students may move up, but they may not move down. The combined scores of the students in all 10 competition events are counted, thus each team member is very important. There is a defined course of study in each subject area each year. Subject areas are commonly Math, Language & Literature, Science, Social Science, Economics, Art, and Music which are covered in the Regional competition each year. At the State Competition, Speech, Interview, and Essay are added. There is a “theme” each year that many of the subject areas cover. The theme for 2022-23 was the American Revolution. The theme for 2023-24 will be “Technology and Humanity”. Regional competition takes place in January and State competition takes place in February. The school can decide how to prepare for the competitions. Some schools have teams that have practices in the evenings or after school. Some simply provide the students with materials to study prior to competitions. Other schools offer a class to prepare.

Quiz Bowls are wonderful and fun activities, but they do not have a defined course of study like the Academic Decathlon. I find the Decathlon to be the best academic competition that I have experienced. To me, it is based on true study and learning.

This year as I worked the State Academic Decathlon Championships, I had an opportunity to connect with great kids from NRCSA-member districts Adams Central, Johnson County Central, and Lexington.

On a personal note, three of my four kids participated in Academic Decathlon through high school and between them they won thousands of dollars in scholarships as they were on teams that had success. I currently serve on the Nebraska Academic Decathlon Board of Directors. I have been very involved with this activity for many years and highly encourage you to consider adding it to your school. A new school can have its enrollment fee waived the first year and may receive free study materials.

If you have any questions or have a staff member who is interested, please feel free to contact me. You could also contact the State Director, Vicki Deniston-Reed at dcthl.n.denistonreed@gmail.com.



ADAMS CENTRAL ACADEMIC DECATHLON TEAM



JOHNSON COUNTY CENTRAL ACADEMIC DECATHLON TEAM



LEXINGTON ACADEMIC DECATHLON TEAM

UNL Tuition Discount & GOLD Grant.

We have a new tuition discount program aimed at better serving folks from rural districts who are seeking school leadership degrees (MEd – principalship, EdD – superintendency) or endorsements. The program provides a 15% tuition discount for educators who

serve in NRCSA member districts or are in an area classified by NCES as rural or town. We think this is a small but important step toward helping rural schools be intentional about growing their own leaders. If interested, please contact Dr. Nick Pace at nick.pace@unl.edu

[Big Red Leader Website](#)

[Big Red Leadership Flyer](#)

In addition, invite your participation in a federal grant application aimed at helping Nebraska school districts. Led by the UNL Department of Educational Administration, the *Growth-Oriented Leadership Development (GOLD) Project* is a collaboration across NCSA, NRCSA, ESUCC, and NDE. Goals include:

- Developing current and future leaders in a grow-your-own model
- Strengthening School Leadership
- Improving Principal and Teacher Retention

GOLD Highlights:

- A focus on local, building/district level context, not a top-down, one-size-fits-all approach
- Research-based content aligned with Marzano's Balanced Leadership and other recent work
- Use of existing professional development structures led by credible leaders and coaches
- No additional costs or duties to ESUs or districts

GOLD Includes:

- Regular, large group professional development for the principal and 2-3 teacher leaders per building
- Small group coaching and facilitation provided by grant-funded coaches
- Application of material presented in sessions to local school improvement priorities and integration with the new NDE Nebraska Teacher and Principal Professional Standards (NTPPS)
- A stipend to participating schools to support implementation of GOLD dimensions and materials

To Learn More:

<https://cehs.unl.edu/edad/gold-project/>

Chadron State College Special Education Para-to-Teacher Program Initiative.

Purpose: This “Grow Your Own” Special Education Teacher program is designed to provide school districts with the opportunity to cultivate and participate in the training of their para-professionals who wish to continue their education to become special education teachers.

Who: Any individual who holds a minimum of an Associate's Degree (or equivalent credit hours) from an accredited higher education institution, and who is employed as a para-professional within a school district. **What:** Chadron State will provide required course work and enrichment activities via online, face-to-face (via Zoom), and on the job experiential learning, leading to a Bachelor's in Education Degree, and a Nebraska Teaching Certificate with an endorsement in Special Education (grades PK-12). With administrator input, program course work will be tailored to best fit your district practices and expectations. Each course will be offered in an 8-week format, with 12-13 credit hours to be completed each 16 week semester.

How: Program participants will be advised, monitored, and supported by CSC faculty/staff, and a CSC Education Program liaison is specifically assigned to facilitate their progress. District para-professionals may enter the program at any time in the academic year.

When: once participants reach their senior academic year they will embark on completing their capstone course work, via online and Zoom class sessions. This course work has been pared down considerably with the understanding and assumption that these student teachers will be learning “on-the-job”. For example, one section covers classroom management practices. Clearly, one can argue and attest that these student teacher interns are learning more about managing a classroom from being mentored by veteran teachers within your school, and observing them in action. This is the belief and learning approach embraced during this senior year. However, to ensure and assess concept learning, Chadron State faculty will be meeting with your student teacher cohort twice per week for 1.5 hours, via Zoom conferencing technology.

Graduation: At the completion of this program students/candidates graduate from Chadron State College, and apply for teaching licensure resulting in a valid initial teaching certificate with and endorsement in PK-12 Special Education. Chadron State's education program is nationally and State accredited. As such, interstate certification reciprocity is not a problem.

Things for your consideration:

- 1) To qualify for this program participants must hold at least an Associate's Degree or the equivalent in college credit hours. (CSC will work with those applicants to provide them with the needed coursework leading up to program entry).
- 2) Districts must agree to maintain para-professional employment throughout the course of the program—including during the student teaching experience.

Please contact Dr. Adam Fette for more program information, at afette@csc.edu.

The UNL Department of Educational Psychology has received a grant from the Swanson Foundation which allows them to offer mental health services to rural schools.

From Dr. Michael Scheel, Chair of the UNL Department of Educational Psychology:

The UNL Department of Educational Psychology would like to offer counseling and psychological services, as well as consultation services to the schools and communities of Southeast Nebraska. We run a mental health counseling and therapy clinic and we are offering counseling and consultation services to teachers, administrators, students, and community members of Southeast Nebraska. Services will be provided through remote and confidential means (i.e., Zoom conferencing). We are hoping that schools, families, and individuals contact us to schedule an appointment for a telehealth counseling or consultation session.

We have recently learned that a donor will support our work with individuals living in rural Southeast NE by paying all fees for services. Thus, whoever seeks out our services will simply have to indicate they live in Southeast Nebraska, and any services we provide will be paid for through the UNL Foundation. Individual, couple, and family counseling will be provided without financial expense. Additionally, we can provide teachers, school administrators, school counselors, and school social workers consultation services for students of their schools without charge.

We are very excited to enter a partnership with schools and communities of SE Nebraska to promote mental health and well-being. We are aware of the mental health counseling disparities that exist in Nebraska

rural areas, and our department, our College of Education and Human Sciences, and UNL are highly interested in offering our expertise and resources with the goal of enhancing the well-being of SE Nebraska individuals, schools, and communities. We are a group comprised of licensed psychologists and psychology graduate students who regularly provide services through our clinic to the Lincoln community. We are seeking to reach beyond Lincoln to connect more with surrounding rural areas. We also are acutely aware of the importance of addressing mental health concerns right now as we all are experiencing the stress of going through the COVID-19 pandemic.

The Counseling and School Psychology Clinic is a training clinic in which graduate students in counseling and school psychology work with clients under the supervision of licensed psychologists. Services are available to all on a sliding scale. For clients from SE Nebraska communities, services will be paid for through UNL Foundation funds supplied by a donor who cares deeply about the welfare of schools and communities in SE Nebraska. Counseling services are offered to improve well-being, improve academic and behavioral issues, stabilize mood, manage stress, and improve life-adjustment issues.

For more information, please visit our clinic website:

<https://cehs.unl.edu/edpsych/clinic/>

A common theme from some of the decision makers on the state level is that “out of control” local spending is to blame for the property tax problem. NRCSA, along with many other educational entities, maintains that we do not have a school spending issue, but instead have a school funding issue. Attached are two reports, one from NRCSA, the other from Open Sky, that discuss the myth of “out of control” school spending. It is my hope that administrators and Board of Education members will read, then use these reports to counter those claims. When you do please tell your district's story as that is the most powerful way to get this message across.

[NRCSA Spending Study](#)

[A Look at School Spending in NE from Open Sky](#)

SUPERINTENDENT SEARCH & PLANNING

NRCSA has assisted 4 Boards of Education in choosing their next Superintendent of Schools. Last year we were asked to assist Ansley Public Schools, Bruning-Davenport (interim), Educational Service Unit #16, Lakeview Community Schools, Louisville Public Schools, Medicine Valley Public Schools, North Bend Central Public Schools, Randolph Public Schools, Ravenna Public Schools, South Central Unified #5 (interim), Southwest Public Schools, Superior Public Schools (Interim), Tekamah-Herman Public Schools, and Thayer Central Public Schools in their searches for their next Superintendents. NRCSA was also selected to assist the NSAA Board of Directors in its search for the next Executive Director of the NSAA. We also assisted Thayer Central on a Principal search.



SYRACUSE-DUNBAR-AVOCA used the NRCSA Planning Service in 2022. NRCSA Consultants Rob Hanger and Fred Helmink assisted the district with its planning.

This year, we assisted the Boards of Education at Sioux County Sioux County and Raymond Central in identifying their next Superintendent. We are currently assisting Deshler and Fairbury in identifying Interim Superintendents for next year.

[NRCSA Search Service Experience](#)

[NRCSA Planning Support Brochure](#)

If your district finds a need to locate your next school leader, please be sure to keep the NRCSA Superintendent Search Service in mind. For more information you can contact Executive Director Jack Moles at jmoles@nrdsa.net or by phone at 402-335-7732.

It is a common practice for many Boards of Education and the Superintendent to conduct short and long-term planning. NRCSA does provide a quality service using experienced consultants. If you are interested in more information, please contact Executive Director Jack Moles.

Contact Information

NRCSA

Jack Moles, Executive Director
(402) 335-7732
jmoles@nrca.net

Jeff Bundy, Administrative Aide
(402) 202-6028
jbundy@nrca.net

Legislative Contacts

U.S. Senators

[Deb Fischer](#)

[Pete Ricketts](#)

U.S. House of Representatives

[Don Bacon](#)

[Mike Flood](#)

[Adrian Smith](#)

Nebraska Governor

[Jim Pillen](#)

NE State Senators

[Raymond Aguilar, Dist 35](#)

[Joni Albrecht, Dist 17](#)

[John Arch, Dist 14](#)

[Christy Armendariz, Dist 18](#)

[Beau Ballard, Dist 21](#)

[Carol Blood, Dist 3](#)

[Carolyn Bosn, Dist 25](#)

[Eliot Bostar, Dist 29](#)

[Bruce Bostelman, Dist 23](#)

[Tom Brandt, Dist 32](#)

[Tom Brewer, Dist 43](#)

[John Cavanaugh, Dist 9](#)

[Machaela Cavanaugh, Dist 6](#)

[Robert Clements, Dist 2](#)

[Danielle Conrad, Dist 46](#)

[Jen Day, Dist 49](#)

[Wendy DeBoer, Dist 10](#)

[Barry DeKay, Dist 40](#)

[Myron Dorn, Dist 30](#)

[Robert Dover, Dist 19](#)

[George Dugan, Dist 26](#)

[Steve Erdman, Dist 47](#)

[John Fredrickson, Dist 20](#)

[Steve Halloran, Dist 33](#)

[Ben Hansen, Dist 16](#)

[Brian Hardin, Dist 48](#)

[Rick Holdcroft, Dist 36](#)

[Jana Hughes, Dist 24](#)

[Megan Hunt, Dist 8](#)

[Teresa Ibach, Dist 44](#)

[Mike Jacobson, Dist 42](#)

[Kathleen Kauth, Dist 31](#)

[Lou Ann Linehan, Dist 39](#)

[Loren Lippincott, Dist 34](#)

[John Lowe Sr., Dist 37](#)

[Mike McDonnell, Dist 5](#)

[Terrell McKinney, Dist 5](#)

[Fred Meyer, Dist 41](#)

[Mike Moser, Dist 22](#)

[Dave Murman, Dist 38](#)

[Jane Raybould, Dist 28](#)

[Merv, Riepe, Dist 12](#)

[Rita Sanders, Dist 45](#)

[Julie Slama, Dist 1](#)

[Tony Vargas, Dist 7](#)

[Brad Von Gillern, Dist 4](#)

[Lynne Walz, Dist 15](#)

[Justin Wayne, Dist 13](#)

[Anna Wishart, Dist 27](#)



NRCSA Programs

New Leaf Teletherapy

Planning Support Service

Scholarship and Awards Programs

Superintendent Search Service

USBank OneCard Program



NRCSA Rural Community Schools Association
455 S 11th ST, Suite B
Lincoln, NE 68508



www.nrdsa.net



www.twitter.com/NRCSA1980



www.facebook.com/nrdsahome/

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Interior *				
Entrance, Exits and Hallways	Yes	No	N/A	Comments
There is a controlled access entry system in place.	X			There is a camera/buzzer/intercom system located at two entrances.
Is the main entrance of the school readily identifiable.	X			Both entrances (high school & elementary) are clearly marked and the doors have a large ENTER HERE sign designating the entry point.
Exterior doors are locked and secured at all times.	X			
Exterior doors facilitate exiting from the building in the event of an emergency.	X			
Unused portions of the building are kept locked during and after school hours.	X			
Main parts of the building are sealed off during after school events.	X			
Interior roof access is locked and secured.	X			The doors to these two rooms are always locked. An event occurred where graduating students attempted to access the roof for a "senior prank" but were unable to do so as these rooms were secured! Outstanding procedures!
Hallways are unobstructed and wide enough for clear passage.	X			
Spills are cleaned up promptly, "Wet Floor" signs are utilized as needed.	X			
Doormats are provided at entrances to collect water, slush and snow.	X			
Floors are in good condition, no slip, trip or fall hazards.	X			

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Classrooms *	Yes	No	N/A	Comments
Classrooms can be locked from the inside of the room.	X			Classroom doors are always locked. The new addition has push button or thumbnail turn locks on the classroom doors, thus allowing for a quick "Lockdown" from the interior of the room.
Substitute teachers are aware of emergency procedures and how to lock the classroom door.	X			Substitute teachers are given a Substitute Lanyard which has a room key attached.
Windows are in good condition and proper working order.	X			
Window blinds are in proper working condition.	X			
Adequate aisle spacing provided for quick unobstructed exits.	X			
Potential hazards are recognized and avoided, i.e.: extension cords across the aisle, overhead projectors above desk or in walkways.	X			
Floors are in good condition.	X			
Desks, chairs and tables are in good repair.	X			
Hard corners (safe corners) not cluttered with desks or cabinets preventing students and staff from quickly moving to the area to be out of sight from the hallway.		X		New classrooms have cupboards built into the hard corner of the room. Deputy Judkins commented that students and staff were able to remain out of sight during "Lockdown Drills" in these rooms.
SRP Posters prominently displayed in the room.	X			
Evacuation routes prominently displayed for both Fire and Shelter Events.	X			
The Art Room is neat and orderly.	X			
The Locker Rooms are neat and orderly.	X			
Classrooms with pass through connecting doors are able to secure these doors.		**		** The District received funding from the NDE to address this issue. This project should be completed in the near future.

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Exits and Lighting	Yes	No	N/A	Comments
Emergency Exit and Emergency Lighting is operational.	X			
Emergency Exit Signs prominently displayed, and in proper condition.	X			
Emergency exits are unobstructed.	X			

Communications *	Yes	No	N/A	Comments
The Intercom is in proper working condition.	X			
All classrooms can hear a Public Address Announcement.		X		Music, Band, Industrial Tech Rooms
All classrooms have a working two-way communication system with the front office.	X			
The building has emergency communications capabilities with Emergency Responders.	X			The school has an emergency radio system with a panic button linked to law enforcement.
The Main Office has communication with any staff while outside the building, recess, classroom activities, etc.	X			Some teachers will utilize portable radios, while others rely on cell phones.
The Main Office can communicate effectively with the Industrial Tech Department while machines are in full operation.		X		This is an area of concern in all facilities.
The Band and Vocal Music Rooms can hear messages while performing.		X		Another concern in all facilities.

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Surveillance/Alarm System *	Yes	No	N/A	Comments
Staff are present and in position to watch all areas during passing periods.	X			
The Alarm System is in proper working order (If so equipped).			X	
Cameras are in proper working condition and there is adequate video storage (at least 30 days).		X		Some cameras are beginning to fade and provide distorted feeds. There are approximately seven days of video storage. The server should be updated to ensure greater capacity.
Several staff members are knowledgeable on how to retrieve video footage for an incident.	X			
There is adequate surveillance coverage of all areas in and around the building.		X		Some areas are not covered. Two recent incidents have identified gaps in camera coverage.

Identity and Access Management *	Yes	No	N/A	Comments
There is a controlled access camera/intercom/buzzer system at the entry point of the school.	X			Located at two entrances.
School employees are required to wear photo identification.	X			Staff IDs are required to be worn, and there is noted improvement over past years.
Students have hall passes while not in class.	X			
Staff members are familiar with the school's Visitor Policy.	X			
Employees are trained and empowered to ask anyone they don't recognize to present their visitor pass (badge) and/or escort them to the Main Office.	X			

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Visitor Policy *	Yes	No	N/A	Comments
Main entrance for visitor access is clearly identified.	X			
Signage advising visitors to sign-in at the office clearly visible.		X		Visitors still sign into the building with a pen and paper.
Visitors are asked for identification unless they have a School ID Badge or are known by the secretary.		X		
Visitor badges are unique and easily identifiable (i.e. color coded, dated, etc.)	X			
Vendors and contractors are identified on an approved list managed by front office personnel. These parties follow the same check-in procedures and wear district approved visitor passes.	X			
All delivery services are managed and visually verified by district personnel. They are never left alone while deliveries are conducted.	X			

Storage/Receiving Area *	Yes	No	N/A	Comments
Storage areas are neat and orderly.	X			
Mechanical Rooms are reasonably clean/free of clutter.	X			
Mechanical Rooms are locked.	X			
Receiving areas are free of obstructions.	X			
Material Safety Data Sheets are stored in a convenient location.	X			

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Emergency Protocols *	Yes	No	N/A	Comments
The building conducts emergency drills.	X			
The school practices "Lock Down" Drills.	X			Two per year.
The school practices two Shelter Events regarding Tornados. One within the first two weeks of the school year and the other during Tornado Awareness Month, (March).	X			Two per year.
The school performs two Bus Evacuations throughout the school year involving all students.	X			Two per year.
The school conducts a Fire Evacuation Drill every 30 days for a total of 10 completed throughout the school year.		X		Nine were conducted during the last school year. This is an anomaly as this District always completes the required number every year.
Fire Extinguishers have current inspection tags and are properly located throughout the building.	X			
Fire doors are not tied or blocked.	X			
A Fire Suppression System is installed throughout the building.	X			
Substitute teachers are familiar with the school's emergency procedures.	X			
The school has a plan to deal with Bomb Threats.	X			
The District has a School Resource Officer.	X			
The school documents emergency situations or events.	X			
Blueprints of school are readily available for First Responders.	X			

Arlington Public Schools
School Security & Safety Audit

June 5th, 2024

Kitchen and Cafeterias	Yes	No	N/A	Comments
Kitchen floors are constructed of a non-skid surface.	X			
Slicers and other equipment are properly guarded when not in use.	X			
Loading areas are free of slip, trips and fall hazards.	X			
Cafeteria furniture is sturdy and free of rough edges or loose hardware.	X			

Office Area	Yes	No	N/A	Comments
Cords for office equipment do not create a tripping hazard.	X			
Storage in file cabinets is properly arranged so the lowest drawers contain the heaviest items.	X			
There is a direct line of sight from the main office area to the front entrance.	X			

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Vocational Departments	Yes	No	N/A	Comments
All students are trained before they are allowed to operate equipment.	X			
Eye protection and other personal protection equipment is required.	X			
Appropriate warning signs are posted on walls and equipment.	X			
All power equipment is properly guarded.	X			
There is proper ventilation in the Welding Shop area.	X			
Shelving is properly secured and free from excessive loads.	X			
The room is secured when not occupied.	X			
Eye Wash Stations are in the Science Classrooms.	X			

Playgrounds/Playing Fields	Yes	No	N/A	Comments
Fencing is well maintained.	X			
Adequate exterior lighting is provided, including weekends.	X			
Playground equipment is inspected on a regular basis.	X			The District does an excellent job maintaining this equipment.
Staff have two-way communication with office personnel.	X			Cell Phones, Portable Radios
There is video surveillance of the playground equipment.	X			

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Exterior	Yes	No	N/A	Comments
Shrubs are trimmed and kept back from the building so parties cannot hide behind them.	X			
Drug Free Zone Signs are posted on school property.	X			Only at two locations, the west entrance of the south parking lot, and on the southwest corner of the building grounds.
Graffiti is quickly removed from all school property.	X			
Ladders are kept in storage areas and not accessible to the public.	X			
Visual surveillance of the parking lots is available.		X		Limited.
Exterior doors are in proper working order.	X			
There is adequate exterior lighting in the parking lot.	X			
There are signs posted stating that there is Video Surveillance of the school property.	X			
Roof access to the building is completely blocked off.	X			
Exterior Doors are numbered for First Responders.		X		Two new exterior doors are not numbered.
Exterior Classroom windows numbered for First Responders.		X		

Arlington Public Schools
School Security & Safety Audit

June 5th, 2024

Stairs and Ramps	Yes	No	N/A	Comments
Handrails are in place and secure.	X			
Landings are hazard free of obstructions.	X			
Lighting is adequate.	X			
Stair treads are provided and in good condition.			X	
Stairwell doors are not blocked.			X	
Ramps are provided with non-skid surfaces.	X			

Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Summary - Building

The two entrances to the facility are clearly defined and controlled by buzzer/intercom systems. Both locations provide a direct line of sight to any approaching visitor and the intercom allows staff to perform a vetting process prior to admittance into the building.

Some new classrooms have cupboards built into the hard corner of the room. In most rooms, curtains have been installed to ensure students and staff are not seen in these classrooms during a "Lockdown" incident. But not all classrooms have these curtains which makes it difficult to stay out of sight in these rooms.

Safety and Security Film at the front office vestibule doors should be a consideration. Incidents at the Covenant School in Nashville, Tennessee, and the Performing Arts High School in St. Louis, Missouri, have shown how quickly intruders can gain access into buildings through glass doors.

Establishing proper communication to the Vocational Rooms/Band/Music and Gymnasiums while machines are in use or students are performing or exercising continues to be a challenge. We discussed this topic at length and the District may seek recommendations on these areas.

There are a few classrooms that are connected together by pass-through doors. These doors need to be secured from both sides in the event of an "Active Shooter" situation. Currently, the safety of all occupants in these rooms is dependent on the hallway doors being secured. If the teacher in one room fails to secure their hallway door, then both rooms are vulnerable, (Robb Elementary, Uvalde, Texas). If one teacher is away from their room during an actual event and the hallway door is never secured, the other room will be exposed to danger. [The District applied for and received notification of approval of grant funding through the Nebraska Department of Education to address these doors.](#)

All teachers that take a class outside of the building during normal operating hours **should** have a portable radio with them for quick messaging for emergency situations.

The District experienced two incidents during this past year that have identified gaps in their video surveillance systems. The District also has not addressed the need to ensure they have more server storage to accommodate at least 30 days of video data.

The District still relies on pen and paper Visitor Management. New affordable Visitor Management Systems will check the visitor through the Sex Offender Registries of all fifty states and for custodial situations through the District's Student Information System. These cloud based systems could be established at both entrances.

June 7th, 2024

Disclaimers:

The representative performing this audit maintains no liability regarding any actions taken, or not taken on behalf of the school district being audited. This representative is simply reporting on current policies and procedures in place for this District.

Kevin Kavan
3850 Old Hwy 8
Fremont, NE 68025
402-720-6301

District Office: Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Policies *	Yes	No	N/A	Comments
The District has an Emergency Operation Plan that addresses all potential hazards in the community.	X			The District EOP was updated and submitted to the NDE in 2023.
The school reviews the plan annually.	X			
The Administration consulted with an outside agency on the EOP.	X			Washington County Deputy Ashley Judkins is an integral part of their Safety Team.
The District has a Safety Team.	X			
The Safety Team meets at least annually.	X			The team meets every two months.
The District has a Bullying Policy	X			
The District has a Policy on Dating Violence.	X			
The District has a Policy on Sexual Harassment.	X			
The District has a Crisis Team.	X			The SRO is not part of the Crisis Team.
Roles for the Crisis Team are clearly defined.	X			
The District has a Policy addressing Continuity Of Operations.	X			Superintendent Lewis stated that the COOP is in the new EOP.
The District has a Restraint and Seclusion Policy. (Maintains a list of certified staff.)	X			
Procedures are in place to deal with suicide.	X			
Suicide Prevention Training is provided to all staff.	X			Safe Schools Training.
Procedures are in place for students and parents to express their concerns regarding safety issues.	X			
Procedures for dealing with the Media are clearly defined.	X			
The District has Threat Assessment Procedures	X			The District Threat Assessment Team attended the NDE Training provided by the UNL Public Policy Center.

District Office: Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Procedures *	Yes	No	N/A	Comments
Procedures are in place to document and maintain data on disciplinary issues, violent behavior and weapons violations.	X			
Procedures with dealing with Law Enforcement clearly defined.	X			
Procedures are in place for conducting Search and Seizure.	X			
Procedures are in place to notify parents/guardians of school closings or emergency situations.	X			Emails, Texting, Phone Messaging, Blackboard Connect and local media outlets.
Procedures are in place for addressing the aftermath of grief and loss, counseling, support groups & memorials.	X			
The District has emergency communications capabilities with Emergency Responders.	X			The SRO, and District Radios have a Panic Button.
There is an emergency communication plan in place in case of a natural or man-made disaster.	X			
The District follows the I Love You Guys Foundation Standard Response Protocol, as recommended by the Nebraska Department of Education.	X			
The school has Reunification Plans and Procedures established.	X			
Reunification sites have been established.	X			
A Reunification Drill has been conducted by the District. (When?)		X		
Employees are periodically instructed on safety regulations through online training programs which include a wide variety of subjects, i.e. slips, trips and falls hazards, Ladder Safety, etc	X			

District Office: Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Buses	Yes	No	N/A	Comments
The District has a Safe Pupil Transportation Plan.				
Daily Bus Inspections are conducted by drivers.	X			
Buss loading and drop-off zones are clearly defined.	X			
Fire Extinguishers are in all vehicles that transport students.	X			
Fire Extinguishers are inspected monthly.	X			
First Aid Kits are in all vehicles that transport students.	X			
Emergency contact numbers are in every vehicle that transport students.	X			
The 90 Day Inspection is completed on all buses by licensed professionals.	X			
Bus Cameras	X			There are outward facing cameras on all buses, and now three of the four route buses have interior cameras.

District Office: Arlington Public Schools

School Security & Safety Audit

June 5th, 2024

Summary - Policies & Procedures

The District follows the Nebraska Department of Education's recommendation of utilizing the Standard Response Protocol for emergency responses. The District follows these guidelines and conducts emergency drills throughout the school year.

The District adopted the NDE recommended Emergency Operation Plan Template and in 2023, presented their plan to the NDE for review. They have not yet received the NDE review.

A Reunification Exercise has never been conducted at the District. A modified Reunification or tabletop exercise should be planned within the next year.

The school district's safety policies align with Nebraska Department of Education guidelines by implementing comprehensive emergency preparedness plans, conducting regular safety drills and maintaining secure facilities. These policies and procedures ensure a safe learning environment and promote the well-being of students and staff.

June 7th, 2024

Disclaimers:

The representative performing this audit maintains no liability regarding any actions taken, or not taken on behalf of the school district being audited. This representative is simply reporting on current policies and procedures in place for this District.

Kevin Kavan
3850 Old Hwy 8
Fremont, NE 68025
402-720-6301

Activities Cooperative Agreement Policy (Draft)

Arlington Public Schools reserves the right to enter into cooperative agreements for NSAA sanctioned activities with neighboring districts. When considering entering into such agreements the following criteria will be considered:

- Desire/Willingness of Administration of the School District(s) involved in the coop
- Financial impact to the district of entering into the coop
- Origin of the request
- Balance of activities for Title IX compliance purposes
- Amount of activities offered based on school size/student enrollment

The board of education will consider new cooperative agreements for approval when presented by members of the administration team. The board of education will not propose or be involved in the development of cooped activities.

Parents/Patrons may request the district consider adding cooperative agreements for activities by completing the required form, found as “Appendix A” to this document. Requests will be acted upon within a reasonable period of time.

The list of the opportunities will be reviewed annually, and each existing coop as they are due for renewal with the NSAA.

Appendix B Includes List of on-site current activities and athletic opportunities.

Appendix B

Activities Cooperative Agreement Policy

List of NSAA Opportunities Offered by Arlington Public Schools

2024-2025 (Reviewed/Updated Annually)

Fall:

Cross County (Boys and Girls)

Football (Boys)

Volleyball (Girls)

Golf (Girls)

Softball (Girls)

Soccer Coop with Fremont (Boys)

Winter:

One Act Play Production (Boys and Girls)

Wrestling (Boys and Girls)

Basketball (Boys and Girls)

Swimming - Coop with Blair, Fremont, and Archbishop Bergan (Boys and Girls)

Speech (Boys and Girls)

Spring:

Baseball (Boys)

Soccer Coop with Fremont (Girls)

Track and Field (Boys and Girls)

Golf (Boys)

Amount of Opportunities Per Gender:

Boys: 10

Girls: 11

For the July Board Meeting Handbook Updates

MS/HS Student-Parent Handbook Updates

Updated dates throughout

Updated table of contents

p. 1-3 Updated staff

p. 4 Updated district calendar

p. 7 Updated finals bell times

p. 19 Updated attendance language to match board policy 5008 “physical and mental illness”

p. 22 Updated tardy language to match current practices

p. 46 Updated student appearance language to match board policy 5101 “tribal regalia”

Staff Handbook Updates

Updated dates throughout

Updated table of contents

p. 6-8 Updated staff

p. 9 Updated district calendar

p. 10 Updated finals bell times

p. 37 Removed progress report dates because they were all listed as “TBD”

Elementary Student Handbook Updates 2024-2025

Cover - Change to dates

Table of Contents - Change to dates

Pg. 1 - Updates to Board of Education members and contact information

Pg. 2 - Updates to staff information/changes

Pg. 3 - Updates to staff information/changes

Pg. 4 - Updated Calendar

Pg. 21 - Addition to letter B "(including mental or physical illness)"

Pg. 41 - Addition of letter "g. Clothing and accessories must not promote racial, violent, or socially offensive images, symbols, or language."

Pg. 41 - Addition of "tribal or" to the consideration section

TEACHER HANDBOOK ARLINGTON PUBLIC SCHOOLS

Foreword

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Article 1 – School Calendar & Schedules

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Section 1	School Calendar
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FOREWORD

Section 1 Intent of Handbook

Welcome to Arlington Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Arlington Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Arlington Public Schools and the Arlington Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

Section 2 Information About Arlington Public Schools

The Arlington School District #24 serves PK-12 students in portions of Washington, Dodge, and Douglas counties which include the communities of Arlington, Kennard, and Elk City and surrounding areas. The district's instructional facilities are located in Arlington on one site. The present 7-12 building was completed in 1962 and the K-6 building and gym were dedicated in 1973. Arlington is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include: Arlington, Conestoga, DC West, Fort Calhoun, Logan View, Louisville, Raymond Central, Syracuse, and Yutan. Arlington Public Schools is recognized as an accredited school. The district serves over 700 students PK-12.

Section 3 School Mission Statement

The mission of Arlington Public Schools is as follows:

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures are essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.

- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide service to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.
4. Core beliefs regarding discipline are as follows;
 - Every attempt should be made to maintain the dignity of both adults and children.
 - All students should be given the opportunity to make decisions and live with the results, regardless of the consequences.
 - Students should have the right to tell their side of the story, when consequences appear to be unfair. Due process will be maintained.
 - Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world, as opposed to a personal attack on the school or staff.
 - There should be a logical connection between misbehavior and resulting consequences.

Section 4 Members of the Board of Education

Name	Contact Information
Chase Kratochvil, President	Chase.kratochvil@apseagles.org
Cassie Flesner, Vice President	Cassie.flesner@apseagles.org
Shanon Willmott	Shanon.willmott@apseagles.org
Brian Laaker	Brian.laaker@apseagles.org
Jason Arp	Jason.arp@apseagles.org
Matt O'Daniel	Matt.odaniel@apseagles.org

Section 5 Staff: Administrative Staff

Name	Position
Dr. Dawn Lewis	Superintendent
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director
Jacqueline Morgan	Elementary Principal
Sarah Sharp	SPED Director
Tashia Wolf	Curriculum Director

Staff: Teachers and Counselors Staff

Name	Department
Kali Agler	Agriculture
Erin Schaapveld	Art
Maddie Pawoll	Art
Jacob Haight	Business/Computer
Shawna Koger	Business/Computers
Scott Parson	Computers/Multimedia
Doug Hart	Family and Consumer Science
Eric Daigle	Industrial Technology
Allison Mastny	Instrumental Music
Gavin Larson	JAG
Cailyn Ross	Language Arts
Paige Talacko	Language Arts
Troy Schlueter	Language Arts
Janelle Lorsch	Language Arts
Kristy Rollins	Library/Media Specialist
Michaela Curran	Mathematics
Shawna Tierney	Mathematics
Blaine Hilgenkamp	Mathematics
Dawn Klein	Mathematics/HAL
Luke Hoesing	Physical Education
Jake Polk	Physical Education
Holly Toft	School Counselor
Jeff Kment	Science
Nichole Kern	Science
Cassandra Rolland	Science
Helen Regier	Social Studies
Jeff Hallstrom	Social Studies
Kyle Buckingham	Social Studies
Anna Combs	Spanish
Connor Eureka	Special Education
Sara Detjens	Special Education

Kaisha Hilgenkamp	Speech Pathologist
Dan Larson	Technology Coordinator
Barina Buresh-Crosland	Vocal Music
Gabrielle Morin	Vocal Music

Staff: Support Staff

Name	Position
Sara O'Connell	Administrative Assistant
Shelly Miller	Administrative Assistant
Lawrence Reed	Maintenance Director
Claudia Escamilla Najera	Custodian
Amada Najera Jurado	Custodian
Randy Meier	Custodian
Silvia Arias	Custodian
Ana Axulen Natareno	Custodian
Zoila Alvarado Mejia	Custodian
Julie French	Food Service Manager
Adrienne Larsen	Food Service
Jeni Marrero	Food Service
Karen Toebben	Food Service
Lorena Adams	Food Service
Lori Opfer	Food Service
Mary Hunter	Food Service
Shirley Holck	Nurse
Jeana Hernes	Paraprofessional
April Lucas	Paraprofessional
Braden Rump	Paraprofessional
Jennifer Arp	Business Manager

Article 1 – SCHEDULES

Section 1 School Calendar

ARLINGTON PUBLIC SCHOOLS 2024-2025 CALENDAR

Aug 7- New Teacher Orientation
Aug 8-9, 12- Staff Inservice
Aug 13-First Student Day (Early dismissal)

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3- Holiday Break
Jan 6-Staff Inservice
Jan 7-Students Return
Jan 20-Staff Inservice, No School

Sept 2-Labor Day
Sept 16-Staff Inservice

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 12-13- Parent Teacher Conferences
Feb 14- No School

Oct 15-End Q1 (44 days)
Oct 23-24-Parent Teacher Conferences
Oct 25- Fall Break

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 12- End Q3 (45 days)
March 13-14- Spring Break

Nov 27-29- Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 18, 21- Easter Break

Dec 19-20-Finals (Early Dismissal)
Dec 20-End Q2 (44 days)
Dec 23-31- Holiday Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 8: AHS Track Invite (Early Dismissal)
May 9: Teacher Workday, No School (JH Track Invite)
May 14: Seniors Last Day
May 18-Graduation
May 20-21-Finals* (Early Dismissal)
May 21-23-Last Day of School*
End Q4 (46 days)

Semester 1:
88 Student Days
93 Staff Days

No School Days
Parent Teacher Conferences
Last Days-Early Dismissal
Staff Inservice/Work Days
"First" Student Days

*Actual last day determined
by annual weather cancellations

Semester 2:
90 Student Days
93 Staff Days

Section 2 Daily Schedule
HS/MS Bell Schedule

Normal Schedule		Friday PLC	
1	8:05-8:52		
2	8:55-9:42	1	8:40-9:23
3	9:45-10:32	2	9:26-10:08
4	10:35-11:22	3	10:11-10:54
5/TA	11:25-11:40	4	10:57-11:40
6/Lunch	11:40-1:00	6	11:40-1:00
7	1:03-1:50	7	1:03-1:50
8	1:53-2:40	8	1:53-2:40
9	2:43-3:30	9	2:43-3:30

HS Lunch 11:40 – 12:10 MS 6th Per 11:43 -- 12:30
 HS 6th Per 12:13 -- 1:00 MS Lunch 12:30 – 1:00

Section 3 Final Testing Schedule

FINAL TESTING SCHEDULE
SEMESTER ONE

(BOTH SEMESTER TESTING DAYS ARE 1:30P.M. DISMISSALS)

Day one

Period 1 8:05-9:15
 Period 2 9:18-10:28
 Advisor Break 10:31-11:01
 Period 3 11:04-12:14
 Period 4 12:17-1:30

Day two

Period 6 8:05-9:15
 Period 7 9:18-10:28
 Advisor Break 10:31-11:01
 Period 8 11:04-12:14
 Period 9 12:17-1:30

FINAL TESTING SCHEDULE
SEMESTER TWO

Day one

Period 6 8:05-9:15
 Period 7 9:18-10:28
 Advisor Break 10:31-11:01
 Period 8 11:04-12:14
 Period 9 12:17-1:30

Day two

Period 1 8:05-9:15
 Period 2 9:18-10:28
 Advisor Break 10:31-11:01
 Period 3 11:04-12:14
 Period 4 12:17-1:20
 Period 9 1:23-1:30

REMINDER: Students will be released at 1:20 pm on the last day of second semester finals to their TA's in order to turn in their sign out sheet.

Section 4 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. When possible Eagle Alert will be used for notification.

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. If possible, a decision about the next school day will be made by 9 p.m. for announcement during

the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified by Eagle Alert of closings or delayed starts. Generally, staff members will not be required to report on days of school closings. If required to report, staff will be notified via radio/television stations or Eagle Alert. When school start is delayed staff will be required to report to work one half hour prior to announced starting time. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and Eagle Alert. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 5 Contract Days

Teachers are contracted for-186 days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by Arlington Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid on a per diem basis for such teacher’s extended time.

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district’s Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix “A.”

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections

for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement

Teachers are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. **All reimbursement claims should be preapproved by the appropriate building principal or superintendent.**

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal. Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday

through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advanced reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to call their building principal before **6:30** a.m. on the day of absence. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a teacher must request leave from his/her supervisor both orally (via conversation) and written (via email). Once approved, the request may be submitted by the teacher on the online substitute system. The request for leave process must be initiated by the teacher at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. Staff is discouraged from taking personal leave the first two, or last weeks of the school year.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator,

and the number of total contract days for the school years as the denominator; e.g. one day missed = 1/186th of total salary and fringe benefits.

Section 3 Leaves of Absence

A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws. See Board Policy 4170 for additional information.

Section 4 Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur. The teacher will return to the school any money received that was not used for mileage, meals or other expenses incurred from the term of duty. Teachers are to notify the Superintendent of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 5 Military Leave

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Section 6 Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Arlington Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Arlington Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to

pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Arlington Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Dr. Dawn Lewis at 402-478-4173.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position. The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend eight hours on site, including lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. If a teacher takes their duty-free lunch time off-site, the teacher must check out with the Principal's office. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on lunchroom, hall, detention, and ground supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day as follows: Elementary school teachers are to be in the building no later than 7:45 a.m. to be in their classroom no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Secondary school teachers are to be in the building no later than 7:45 p.m. to be in their classroom (or supervision) no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom when each period begins to assure that students are not unsupervised within the classroom.

Parking Lot Duty

Individual staff members will be assigned parking lot duty on a weekly basis, information pertaining to individual dates will be released at the beginning of each school year. If the staff member has a conflict with the assigned date, it is their responsibility to find a replacement. Weekly parking lot duty for the assigned staff member begins at 7:50 am and concludes at 8:05 am. Prior to reporting to the duty, staff should retrieve a radio from the high school office.

Regardless of the weather, when participating in parking lot duty, staff should be centrally located in the south parking lot, enforcing district policy and assisting students as needed. In the event that

a significant discipline issue or traffic violation is witnessed, please refer the instance to the administration immediately via radio, or following the conclusion of the designated time.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. Lesson plans are to be submitted to the building principal by 8:05 a.m. each Monday. The plans must be in the plan book or approved form. Please keep the plans, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plans should be kept in a place in which they will be readily available in the teacher's absence. Teachers are encouraged to place and share (with the principal) lesson plans on a google document.

The lesson plans must be sufficiently clear in establishing learner objectives, state standards being addressed and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as a grade book) or via the district approved PowerSchool Gradebook and PowerSchool attendance. This class record must be kept current and include the following minimum information in a readily understandable fashion:

PowerSchool Gradebook

1. The names of all students enrolled in the class.
2. Updated weekly to accommodate submissions for the eligibility lists and to provide students/guardians with updated and accurate information **via Parent Web Access**.
3. A complete report of all recorded grades for each student. A minimum of two grades per week is recommended for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents/guardians.

PowerSchool Attendance

1. Report absences and tardies on PowerSchool at the end of each period.
2. Review the Absence Summary Report on a daily basis and report any discrepancies to the attendance secretary for correction. Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to Arlington Public Schools and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Student/Guardian Handbook
Each teacher is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.
2. Bulletin Boards/Learning Posters
Each teacher shall be responsible for completing appropriate bulletin boards and/or learning posters regarding curriculum related matters in their primary classroom.
3. Text Book and Room Inventory
All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered, stamped with the school stamp and should display the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, note the condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
4. Use of Cell Phones
Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.
5. Use of Paraprofessionals
Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading

tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

6. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aid should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

7. Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without administrative approval.

8. Requisition of Equipment and Supplies

Books, equipment and supplies which are needed for instruction should be budgeted through the Principal's office. These budgeted items are purchased through the spring requisition process. All budgeted purchase requests outside of the normal spring requisition process should be kept to a minimum. Requested items not included in the budget may be denied approval. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

9. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

10. Teacher Mail Box

Each teacher will be assigned a mailbox located in the high school office. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.

11. Teachers Meetings

Teachers' meetings will be held on an as needed basis. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements. Teacher collaboration meetings will take place on Friday mornings from 7:45 – 8:30 am. Teachers are expected to be in assigned groups and meeting locations at 7:45 am.

12. Daily Bulletin

The daily bulletin will be distributed to each teacher (via email) by teacher advisor period. All teachers are responsible for reading the bulletin to their students at the beginning of advisor period. Submit items for the daily bulletin to the high school secretary by 8:30 a.m. for inclusion in the day's bulletin.

13. Student Passes

Students should not be in the hallway during class time unless they have a hall pass. Use discretion in issuing passes to student(s) as they will be allowed only three passes per day. The student planner is the only means by which a student can obtain a pass. When issuing a pass please check to ensure that the planner belongs to the person requesting the pass. Students have time to go to their lockers during passing time and should not need to go during class time.

14. Study Hall Supervision

The purpose of study hall is to provide time for students to complete their assigned class work. The following study hall rules are to be used by all staff members.

1. Develop and use a seating chart and walk around periodically to check on students.
2. Allow no talking without permission. (Suggested that permission to talk should be given to no more than two students at any one time).
3. Allow no sleeping.
4. No toys, cards, games, video games, food or liquids, (other than water) etc.
5. See that students sit in their chairs in an appropriate manner.
6. Students may sign out to the library during study hall period. Make sure students have a pass when going or coming from the library.
7. Students are not allowed to checkout to other classrooms (including computer labs) without a pass from the specific teacher.
8. Students in study hall who are on the ineligible list will be restricted from going to the library for leisure reading. They may be allowed to go for research reasons **only if** they have a pre-signed pass from a teacher indicating that this is a need.
9. Passes to the library will be honored for research requests. Newspapers and other leisure reading materials may be checked out in the library and taken to study hall.
10. Carefully monitor the use of the tables and chairs. Report any problems with graffiti or other misuse of the equipment to the office.

Study hall supervisors will not write passes for students on the ineligible list under any circumstances except to see the school nurse. Study hall supervisors must walk around the room to monitor student behavior/actions. Watch closely for students writing on tables/desks.

15. Substitute Teacher File

Each teacher is to maintain an up-to-date substitute file which remains in their mailbox containing the following information in addition to what the office has already submitted to the file:

1. A current list of all students in class and a seating chart for each class.
2. Rules and regulations that your classes routinely follow.
3. Location of books, materials, and supplies.
4. Lunch schedule and procedures.
5. Any other information unique to your teaching assignment.

Section 7 **Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

Proper Supervision

- a. Report to all duty assignments on time.
- b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- c. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- e. Be careful with touching students. Use of corporal punishment is prohibited at Arlington Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- f. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- c. When you go over safety rules with students note it in your written records (e.g., your lesson plan book or planner).
- d. Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

- a. Conduct periodic inspections of equipment under your control or in your area of supervision.

- b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- c. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.
1. Contact the Office for Assistance
The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:
 - student fight
 - student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
 - a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
 - presence of an intruder (a non-student or staff member who refuses to go to the office)
 2. Student Searches
Office administration should be notified in the event that a student is suspected of having contraband. A teacher should not search a student unless they are assisting a school official, or in the event of an emergency. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.
 3. Student Rights
Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Procedures for identifying unusual student behavior

Staff should use the following guidelines when you encounter students exhibiting unusual behaviors that merit further investigation. Your primary concern is to focus on student behavior, always remember there are a variety of potential causes leading to altered behaviors. Our responsibility is to protect all students and to remain aware and alert to potential problems.

1. The teacher's role is to explore/investigate in nonintrusive ways and then make administration aware of your findings. Your preliminary explorations should not alert a student to your concerns. It is not the teacher's role to approach and/or question a student about suspicions, leave that to the administration. Issues of this nature should remain confidential at all times. Do not draw unnecessary attention to the student.

2. Classroom teachers should observe students' behaviors, smell, visual appearance, motor skills, responsiveness, etc. when determining whether or not they need to forward a concern about a student to the administration.
3. The classroom teacher should determine the immediacy of the situation and contact the building administration accordingly. It may be something that can wait until after class, or it may be something that necessitates an immediate call to the office. Teachers are reminded to keep all communications and conversations private to protect the dignity of all students. In the event of an emergency the classroom teacher should refer to the crises manual.
4. Staff members involved should prepare a written statement of their observations; including date, time, parties involved and any additional information.
5. Once the student has been referred to the office, the administration will make a determination of reasonable suspicion prior to proceeding to the next step in the investigation.
6. If possible, staff members will be notified of the situation at a later time.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;

- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Arlington Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.

- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract people worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain

appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Student Recognition

Teachers are responsible for participating in, promoting and supporting the Student Recognition Program that has been developed at Arlington Public Schools. A more detailed description of this program can be found on the teacher server. There are three main events that are associated with the program and they include the Middle School Awards Ceremony, Honors Night, and graduation.

Section 9 Professional Boundaries between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on Facebook, Twitter, Instagram, SnapChat, TikTok, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 10 Intellectual Property

All items that are created in the fulfillment of identified job responsibilities and purchased by district funds are property of Arlington Public Schools. When permanently exiting the district staff should leave all district items for future use.

- Paper items that have been created by staff should be copied or scanned. All original hard copies should be left with the building administrator.

- Once copied, digital items should be consolidated into a file; identified on the server under the teachers last name. The teacher should provide their building principal with information as to location of the items on the APS server.
- Items that have been purchased by the district should be left in the teacher's room, or work area. This includes but is not limited to; textbooks, office supplies, computers, furniture, manuals, articles of clothing, electronic devices, etc...

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The Arlington Board of Education is committed to providing a quality education for all Arlington students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each grading period to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher **record at least two grades per week**. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall **record grades in the PowerSchool Gradebook. PowerSchool Gradebook and Parent Web Access must be updated weekly**. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in Arlington High School are as follows:

All classes except the *Identified Classes will use a seven (7) point grading scale. The *Identified Classes will use a ten (10) point scale. Notice that the pluses will receive higher mark points. The **only** difference between normal classes and *Identified Classes is the seven (7) point and ten (10) point scale.

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.00	A+
97-95	96-93	4.00	A
94-93	92-90	3.67	A-
92-90	89- 87	3.33	B+
89-87	86-83	3.00	B
86-85	82-80	2.67	B-
84-82	79-77	2.33	C+
81-79	76-73	2.00	C
78-77	72-70	1.67	C-
76-74	69-67	1.33	D+
73-72	66-63	1.00	D
71-70	62-60	0.67	D-
69 Below	59 Below	0.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Economics, Information Technology, Business Law SOCIAL SCIENCE: Honors US History SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II FOREIGN LANGUAGE: Spanish III, Spanish IV.
(Students taking college level courses that exceed our offerings may be granted status as 'identified' and/or receive A+ status when an A is awarded with administrative approval.)

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades. A student transferring into Arlington Public Schools will have all grades awarded in accordance to Board Policy 5003.

Reports to Parents. Grades and credit are assigned on a mid-semester (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as 1st mid-semester, first semester, 2nd mid-semester, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All grades are calculated on a cumulative basis per semester; i.e., the grade given at any point and time represents an evaluation of work done during that semester, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The mid-semester and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, comment should be included on the report. The comments may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution grade reports or progress reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Progress Reports To Parents. Progress reports are prepared at or near one quarter (1/4) and three quarters (3/4) of the way through each semester. These reports will be sent home with students. Any student receiving a D or F will have a copy mailed to their parents.

Academic Eligibility. Academic eligibility for activity participants will be maintained on a weekly basis. Teachers will enter students earning a grade of "D" or "F" in their classes into PowerSchool

each Monday before noon. Further ineligibility guidelines can be found in the Student/Guardian Handbook.

1. Resource students or Sec. 504 students who are not receiving a passing mark should only be placed on the ineligible list after consultation with the resource teacher and/or case manager. Referral must be made to the resource teacher.
2. Teachers who submit names to the eligibility list will be responsible for personally contacting parents about the student's status. He or she will work with the student and parent to establish an academic plan of improvement. Parents of students who appear on the list for two (2) consecutive weeks will receive additional written documentation from the teacher. This reporting will continue until the problem is resolved or the end of the semester. If a staff member has not informed the student and his/her parents/guardians during the probationary week that the student is receiving an "F" and has a week to raise the grade, the student will not be placed on the ineligible list the following week.

Section 5 School Improvement

Goals for improvement are defined and prioritized annually by the Board of Education with consideration of recommendations made by the School Improvement Steering Committee. All staff are expected to be involved in the School Improvement Process.

Section 6 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, fall and spring Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. The appropriate attire for this event is business professional. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports and other necessary information by the Parent-Teacher conference.

Section 7 Field Trips

All field trips and subsequent activities must be tied to the curriculum. There must be academic expectations tied to these activities. Teachers should obtain permission from the building principal for field trips and should expect to provide sound rationale for the activity. Local walking excursions should be reported to the principal. Teachers must complete a field trip request at least two weeks in advance of planned trip and they must communicate to all teachers a list of who will be absent one week prior to the trip.

A district application form is required for extended field trips. The school retains the right to deny a student the privilege of field trip participation. Field trips are discouraged during the month of April and May.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

1. Submit Transportation Manifest as required.

2. Keep the noise level down.
3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
5. Sign activity sheet after trip as required.
6. Keep all aisles and emergency exits cleared.
7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

1. Sponsor should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

Section 8 Advisor/Advisee Program

Students in seventh through twelfth grades will participate in the advisor/advisee program. Each student will be assigned to a faculty member to be part of a group made up of seventh and eighth graders, ninth, tenth, eleventh, and twelfth graders. The teacher advisor group will meet daily for 15 minutes Monday through Thursday. The activities of the advisory group may include but not be limited to the following:

1. Orientation to the school and its procedures and organization of academic materials, class preparation, and time.
2. Communication with the parents of advisees about academic and behavioral experiences.
3. Advocacy for the student with other staff members and students.
4. A means of representation on Student Council and internal communication.
5. Delivery of designated curriculum which includes D.E.A.R., and Respect and Responsibility.

Section 9 Nebraska State Assessment Requirements

All students in grades 7-8 will be required to take the Nebraska State Assessment, currently referred to as NSCAS. Students will test three times throughout the year. Required tests will include NSCAS math, English language arts, and science.

Incoming ninth grade students who fail to meet the required state proficiency levels on any Nebraska state assessment may be remediated in the individual courses he/she did not meet proficiency standards. Remediation may include remedial courses in either summer skills, or during the regular semester. Middle school students will be remediated during their scheduled learning lab. Please note; the additional course could possibly cause conflict in scheduling electives or study halls.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

Section 10 GRIP / ACRP

Grade Recovery Intervention Program

The purpose of the GRIP program is to provide extended learning time for students who are failing or near failing. Therefore, when a student has a D or an F, they may be placed in the GRIP program to assist in finishing any incomplete work. The GRIP program is designed to provide an additional learning environment outside of the normal academic day with the availability of an individual instructor. Students will be placed in GRIP only when it is seen as helping them academically. Students will not be placed in the GRIP program as a punitive action. Once students have completed the required school work, they will be excused from GRIP. Teachers who assign students to GRIP must assign work for students to complete before students arrive at GRIP. Teachers must also contact parents of students who are assigned to GRIP to increase communication regarding their child's progress.

GRIP and ACRP will run together on Monday – Thursday from 3:30 – 4:15pm. Designated GRIP and ACRP time will take precedence over extracurricular events. If a student is assigned to GRIP or ACRP, they will not be excused to attend extra-curricular activities

The Attendance Credit Recovery Program

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday-Thursday from 3:30 – 4:15 pm. Designated GRIP and ACRP time will take precedence over extracurricular events. **Assigned GRIP time may occur during lunch if needed.** If a student is assigned to GRIP or ACRP, they will not be eligible to attend extra-curricular activities.

GRIP / ACRP will be required at the completion of the punitive action. Further absences from either program will result in additional consequences up to expulsion.

GRIP / ACRP Rules

1. Show up on time
2. No Food or Drink
3. Come prepared
4. No Talking

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by

hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and this shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet Internet Safety Policy

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Section 5 Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related

technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play

games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017).

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone/Cell Phone

Staff members will have access to a school phone and voice mail at their teaching stations. This phone is provided for your convenience in completing contacts to parents, vendors, and other school-related functions. Staff members should use discretion in taking and making calls during the school day. Please be aware of the following regulations:

1. Place personal or school calls during planning periods or before or after school. This includes use of cell phone calls and texting placed or received. *Only emergency calls will be forwarded to you and/or should be sent or received by you during your obligated duty time.* Do not discuss student progress over the phone where other students could overhear the conversation.
2. Long distance calls will be logged and submitted upon request.
3. Long distance personal calls should be completed using a personal calling card or your cell phone.
4. Students should not be allowed to use school phone for personal use.
5. Voice mail should be checked regularly during the school day; use planning periods, lunch break or before and after school times to answer mail. All incoming personal and professional calls will be forwarded to your voice mailbox.
6. Staff members should regularly update their personal messages as schedules change (such as sports seasons) to reflect their availability.
7. Student cell phones and other devices should be turned off, (please note; OFF does not mean vibrate) prior to entering the classroom, media center or study hall. At no time should a student's cell phone interrupt the educational process. Student cell phones

should not be on during scheduled class time. This means that students should not use their cell phone if they are excused to the restroom or any location outside the classroom. If a student is caught in the hallway during class time using their cell phone it will be confiscated

8. To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 ID badges / Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare. **All staff and visitors will be required to wear Identification badges during the scheduled day, while on school property.**

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-

related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 12 Copyright and Fair Use Policy

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 13 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 14 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Emergency Information Packets

Each classroom shall have an Emergency Information Packet visibly located near the exit. Teachers should ensure that the following items are in this packet: Emergency Response Manual,

updated roster of students occupying the classroom, teacher identification badge, red and green card, penlight or flashlight, paper and pencil. Teachers are to take these packets with them during emergency evacuations of any nature.

Fire and Severe Weather exit routes and safety areas are to be visibly posted near the exit in each classroom. Guidelines for these procedures can be found in the Emergency Response Manual.

Security Measures

All entrance doors will be locked from 8:15 a.m. - 3:30 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any teacher upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Security System Procedures

Each individual staff member has been issued a key fob for entrance into the building. With the use of the fob each individual teacher should enter through a door that has a key fob reader. The reader will indicate when you have entered the building. Once in the building please make certain that the door shuts and locks behind you. At no time should the doors to the school be propped or left open. In an attempt to further ensure the safety of the staff and students, video cameras have been placed throughout the interior and exterior of the building.

During the school day the doors will unlock in the morning at 6:30 am and stay open until 8:15 am, with exception to the main entrances. After the school day, the building will remain open starting at 3:30 pm, and lock down at 5:00 pm.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants. When driving your personal vehicle, you are assuming an additional degree of personal liability for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Arlington Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
One Petticoat Lane
1010 Walnut St, Ste 320
Kansas City, MO 64106
816-268-0550

FAX: 816-268-0559

Email: OCR.KansasCity.ed.gov

U.S. Equal Employment Opportunity Commission (EEOC)
131 M St. NE
Washington, D.C. 20002
(800) 669-4000; TDD: (800) 669-6820

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N. 9th Street, Arlington, NE 68002, (402) 478-4173.

<u>Law, Policy or Program</u>	<u>Issue or Concern</u>	<u>Coordinator</u>
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent or designee
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent or designee
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent or designee
Homeless student laws	Children who are homeless	Superintendent or designee
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent or designee
Behavioral Health	Behavioral health point of contact	School counselor

Section 3 Anti-discrimination & Harassment Policy

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy,

childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Arlington Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Arlington Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The superintendent shall be the coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,

- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the

Complainant.

5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The Every Student Succeeds Act requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

Parents/guardians have the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the ESSA.

Section 8 Student Privacy Protection

The Every Student Succeeds Act requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply

with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

The District’s policy 6400 is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child’s records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;

5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

The District has a separate policy established pursuant to district policy and/or Every Student Succeeds Act relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10 Homeless Students

The Every Student Succeeds Act requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to homeless students.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX A

Notice of COBRA Continuation Coverage Rights **** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under [Insert Name of School] health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is [enter name, address and telephone number of Plan Administrator]. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse’s hours of employment are reduced;
3. Your spouse’s employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee’s hours of employment are reduced;
3. The parent-employee’s employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a “dependent child.”

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee’s spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in

Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Arlington Public Schools
Addition to Employee Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Arlington Public School's community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Arlington School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

RECEIPT OF 2024-2025 HANDBOOKS

FACULTY/STAFF AND TEACHER EVALUATION SYSTEM ARLINGTON PUBLIC SCHOOLS

This signed receipt acknowledges receipt (electronically and/or manually) of the 2024-2025 Faculty/Staff and Teacher Evaluation System Handbooks of Arlington Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbooks, that I understand the handbooks contain a disclaimer of contract and that I understand that the handbooks include the District's policies of non-discrimination and equity, bullying and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

Return to:

Aaron Pfingsten, Secondary Principal
Dr. Jacqueline Morgan, Elementary Principal

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**ARLINGTON PUBLIC SCHOOLS’
SUPPORT STAFF HANDBOOK
2024-2025 SCHOOL YEAR**

FORWARD

Section 1 Intent of Handbook

Welcome to Arlington Public Schools. This handbook is intended to be used by support staff to provide general information about Arlington Public Schools and to serve as a guide to the district’s policies, rules, and regulations, benefits of employment, and performance expectations.

Support staff personnel are responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between Arlington Public Schools and the Arlington Educational Support Professionals Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook will control.

This handbook does not create a “contract” of employment. Support staff positions and assignments are on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

Section 2 Information About Arlington Public Schools

The Arlington Public School District #24 serves PreK-12 students in portions of Washington, Dodge, and Douglas counties that include the communities of Arlington, Kennard, Elk City, and surrounding areas. The district’s instructional facilities are located in Arlington on one site. The present 7-12 building was completed in 1962 and the K-6 building and gym were dedicated in 1973. Arlington is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include Arlington, Ashland-Greenwood, DC West, Fort Calhoun, Raymond Central, Springfield Platteview, Syracuse, and Wahoo.

Arlington Public Schools is recognized by the North Central Association as a quality school. The district serves 709 students PreK-12.

Section 3 School Mission Statement

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures are essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills, and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child’s unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community, and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized:

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by doing so, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.

- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide services to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

ARLINGTON PUBLIC SCHOOLS 2024-2025 CALENDAR

Aug 7- New Teacher Orientation
Aug 8-9, 12- Staff Inservice
Aug 13-First Student Day (Early dismissal)

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3- Holiday Break
Jan 6-Staff Inservice
Jan 7-Students Return
Jan 20-Staff Inservice, No School

Sept 2-Labor Day
Sept 16-Staff Inservice

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 12-13- Parent Teacher Conferences
Feb 14- No School

Oct 15-End Q1 (44 days)
Oct 23-24-Parent Teacher Conferences
Oct 25- Fall Break

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 12- End Q3 (45 days)
March 13-14- Spring Break

Nov 27-29- Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 18, 21- Easter Break

Dec 19-20-Finals (Early Dismissal)
Dec 20-End Q2 (44 days)
Dec 23-31- Holiday Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 8: AHS Track Invite (Early Dismissal)
May 9: Teacher Workday, No School (JH Track Invite)
May 14: Seniors Last Day
May 18-Graduation
May 20-21-Finals* (Early Dismissal)
May 21-23-Last Day of School*
End Q4 (46 days)

Semester 1:
88 Student Days
93 Staff Days

No School Days
Parent Teacher Conferences
Last Days-Early Dismissal
Staff Inservice/Work Days
"First" Student Days

*Actual last day determined by annual weather cancellations

Semester 2:
90 Student Days
93 Staff Days

Section 2

High School Daily Schedule

Period 1	8:15-9:01
Period 2	9:04-9:19
Period 3	9:22-10:08
Period 4	10:11-10:57
Period 5	11:00-11:46
Period 6	11:49-1:03
(Lunch 11:49-12:14)	
Period 7	1:06-1:52
Period 8	1:55-2:41
Period 9	2:44-3:30

Middle School Daily Schedule

Period 1	8:15-8:55
Period 2 (TA)	8:58-9:13
Period 3	9:14-9:54
Period 4	9:55-10:35
Period 5	10:36-11:16
Period 6	11:17-11:57
(Lab/Lunch 11:58-1:08)	
Period 7	1:11-1:54
Period 8	1:57-2:42
Period 9	2:45-3:30

HS Testing Schedule

Final Testing Schedule

Day One

Period 6	8:15-9:26
Period 7	9:29-10:40
Advisor Break	10:43-11:03
Period 8	11:06-12:17
Period 9	12:20-1:30

MS Testing Schedule

Final Testing Schedule

Day One

Period 1	8:15-9:26
Period 3	9:29-10:40
Advisor Break	10:43-11:03
Period 4	11:06-12:17
Period 5	12:20-1:30

High School Friday PLC

Period 1	8:40-9:22
Period 3	9:25-10:08
Period 4	10:11-10:57
Period 5	11:00-11:46
Period 6	11:49-1:03
(Lunch 11:49-12:14)	
Period 7	1:06-1:52
Period 8	1:55-2:41
Period 9	2:44-3:30

Middle School Friday PLC

Period 1	8:40-9:20
Period 3	9:23-10:00
Period 4	10:01-10:39
Period 5	10:40-11:18
Period 6	11:19-11:57
(Lab/Lunch 11:58-1:08)	
Period 7	1:11-1:54
Period 8	1:57-2:42
Period 9	2:45-3:30

Day Two

Period 1	8:15-9:26
Period 3	9:29-10:40
Advisor Break	10:43-11:03
Period 4	11:06-12:17
Period 5	12:20-1:30

Day Two

Period 6	8:15-9:26
Period 7	9:29-10:40
Advisor Break	10:43-11:03
Period 8	11:06-12:17
Period 9	12:20-1:30

Elementary Daily Schedule

Breakfast	7:40-8:05
Students Permitted in Bldg.	8:05
School Day Begins	8:15
Lunch & Recess (K-4)	10:55-12:05
Lunch & Recess (5-6)	12:25-1:05
Dismissal	3:20

Elementary 1:20 Dismissal

Breakfast	7:40-8:05
Students Permitted in Bldg.	8:05
School Day Begins	8:15
Lunch & Recess (K-4)	10:55-12:05
Lunch & Recess (5-6)	12:25-1:05
Dismissal	1:20

Section 3 Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified via an automated calling system of closings or delayed starts. All 12month personnel should report when school is cancelled. Supervisors will make arrangements with staff as to the start time in these instances. All other personnel should not report unless told otherwise. When school start is delayed all employees will be required to report to work accordingly.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and automated calling system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures. All employees should be familiar with emergency procedures.

Section 4 Contract Days and Duty Day

Support staff are contracted for a varying number of days depending on their position (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual persons on varying schedules as established by the Board of Education and administration. Services

performed by para-educators at events for which they are released from their regular duties, or which are performed outside the duty day, shall be considered employment duties whether or not such duties extend beyond regular duty hours or occur on days school is not in session. Some of these duties are compensated at the rate approved in the teacher master agreement and some of these duties are non-compensated duties.

Paraprofessionals- 175 to 180 days

Kitchen Staff- 179

Elementary Secretary- 212 days

Custodian Staff- 262

Secondary Secretary- 222 days

Guidance Secretary-217 days

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFIT

Section 1 Categories of Classified Employees

The school district categorizes classified employees as follows:

1. Employee who work 12 months a year and are scheduled 40 hours a week.
2. Employee that works less than 12 month a year (typically 10 or 11 months.)

Section 2 Employment

Employment occurs when the employee signs the Employment Information Form/Salary Sheet. The employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel employment with the school district, or action by the Board of Education to accept a resignation of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent. The request to resign will be acted upon by the Superintendent.

Classified employees are "at-will" employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education.

The professional duties to be performed by the classified staff with the district shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. Classified staff will be expected to diligently and faithfully perform the assigned duties to the best of their ability. Job descriptions, where available, provide additional information about the position duties.

Section 3 Work Habits

The basic ingredients for your success on the job are a healthy work ethic, courtesy, and cooperation in contract with students, public, and other district employees. Expectations include:

1. Promptness in reporting for work and completing assigned tasks.
2. Seeking clarification if instructions are not clear, or deadlines or priorities are not certain.
3. Accuracy and thoroughness in all assigned duties.

4. Acceptance of criticism and direction graciously, and learning from mistakes.
5. Confidentiality regarding school matters and/or personal information. Even though many items are matters of public record, the releasing of such information is the function of specific offices or individuals on the school administration staff.
6. Care for all equipment and supplies, and providing security for the area for which you are responsible.
7. Striving to maintain positive relationships with co-workers. An optimistic attitude, patience and tolerance will help the employee in many situations.
8. Acceptable conduct and dress are expected at all times. Custodial and maintenance personnel are required to be present in identified uniforms. Other positions should clarify appropriateness of dress with their immediate supervisor.
9. Compliance with all directions given by supervisor and remaining conscious of the fact that we are here to serve the students and community.

Section 4 Background Check

All new employees will be screened through a background check including a criminal history check completed by the Nebraska Department of Health and Human Services and a check ran by the Department of Motor Vehicles. These investigations may include such information as civil convictions, current and/or previous employers, educational institutions, personal references, and other appropriate sources. All newly appointed personnel will remain on a temporary basis until a satisfactory background check has been completed.

Section 5 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties. Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 6 Personnel File

The district will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

Section 7 Grievances and Complaints

Grievances regarding wages, hours, and conditions of employment set forth in a negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 8 Compensation

Compensation is based on the Classified Staff Rate Schedule approved by the Board of Education. The current schedule is copied in the Appendix. Classified staff is paid over a ten month or twelve-month schedule. Nine- or ten-month employees are paid off of a time sheet/clock for the actual hours worked. Also, employees are paid monthly overtime (or comp time as arranged) each month. If an employee resigns earlier than the last day of the contract year, the school will pay only owed salary in one lump sum. Any over-payments need to be reimbursed to the district. Additional compensation over and above regular compensation:

- a) Extra duty is equally disbursed in their monthly paychecks;
- b) Supplemental pay shall be disbursed as it is earned.

Section 9 Time Sheets/Time Clock

Where required, time sheets shall be approved and submitted to payroll by the supervisors for the identified pay period. These time sheets are based on the hours from the prior month/pay period. Many staff are asked to use the time clock program. The accuracy of the time sheet/time clock is the responsibility of the classified employee. Misrepresentations of time worked may be grounds for disciplinary action, suspension or dismissal.

Section 10 Overtime

Classified staff are governed by the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA can be obtained from the district office.

Classified employees may be classified as either 'exempt' or 'non-exempt' for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are 'non-exempt' are eligible for overtime.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. The regular work week is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period work week from time to time for specified employees or employee groups.

Overtime pay for non-exempt classified employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40-hour work week. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one work week. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1.5 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The district's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury, or personal reasons when accrued leave is not used or not available, and for absences due to any budget required furlough.

Section 11 Expense Reimbursement

Classified staff are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to persons required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate

supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The district is not liable for physical damage to employee vehicles.

Section 12 403(b) Salary Reduction Agreements

The District will cooperate with any employee who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices, and income withholding.

Section 13 Benefits

Classified employees are provided benefits in accordance with their employment information sheet and board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Employees are responsible for informing the Superintendent's office in writing of any changes in benefit status.

Section 14 Health, Dental and Life Insurance

The district provides employee health and dental insurance for 12-month employees and for some 11-month employees. Certain categories of classified employees who qualify for health insurance benefits may opt for a cash benefit equal to the premium costs less FICA.

Section 15 Long-Term Disability

The district provides income protection for full-time, twelve-month employees. The plan takes effect on the 45th day of disability and provides, in combination with other benefits, 66 2/3% of the employee's pay at the time of disability up to a limit of \$5,000.00 monthly. Disability is defined as being unable to perform one or more duties that the employee is responsible to perform. The employee must be under a doctor's care and certified as disabled and unable to work. The protection covers the length of the disability or to age 70.

Section 16 Payroll and Payroll Deductions

Security (FICA) deductions and payments will be made by the district for each classified employee. These rates are set at the federal level and may change periodically.

Retirement contributions to the Nebraska School Employees Retirement System are made by all employees that work 15 hours or more per week. The Nebraska Retirement System does require employer and employee contributions. Employee contributions are automatically deducted from gross monthly pay. The contribution rate is established annually and may change from year to year.

Section 17 Worker's Compensation

Worker's Compensation Insurance is provided by the district as required by law. It covers workers that are injured while performing the duties of employment. Medical expenses, hospital expenses, and earnings lost from time away from work (after ten days) are covered at rates determined by the insurance contract. If injured in the performance of duties assigned by the district, the employee is required to complete an accident report describing the injury in detail as soon as possible. Also, notify your supervisor immediately. If doctor or emergency room services are necessary be certain to indicate this as a work-related injury.

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the supervisor. Employees who leave during their work hours for an approved absence must check out with their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Classified staff are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with any negotiated agreement or in the absence of a negotiated agreement as established by board policy or set out in this handbook.

The leaves provided by the district is to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave are important.

A staff member who becomes ill and is unable to work is to contact their building administrator by 6:50 am on the day of absence. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building administrator as to whether the staff member will be able to return to duty on the next duty day. For illnesses where the need for the leave can be determined in advance, the staff member is to report the need for leave as soon as possible.

For personal and other leaves, a staff member must request leave from his/her supervisor both orally (via conversation) and written (via e-mail) once the request is approved it may be submitted to the online substitute system. Request of leave should be initiated by the staff member at least five days in advance. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. Employees are discouraged from requesting leave during the first two weeks and the last two weeks of school.

Giving Notice of Unscheduled Absences

An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact the direct supervisor. A paraprofessional who becomes ill and is unable to work is to contact the building level Principal before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the employee will be able to return to duty on the next duty day.

Return from Leave

An employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the principal from the person's physician or health care provide stating that the person is physically able to return to duty. This statement is to be presented in person before the employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The district will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

An employee will not be compensated should an absence from work be in excess of the employee's accumulated sick leave or other paid leaves afforded them.

Section 3 Vacation Leave

Twelve (12) Month Employees

All full-time, 12 month classified employees are entitled to paid vacation leave scheduled as follows:

1. Ten days of paid vacation leave for above employees during their first through tenth year of service. During all years of service, personal days are accrued monthly to accumulate a total of 10 for a 12-month period (approximately .83 days/month). When the employee does not complete a full year, vacation time will be prorated as a percentage of days actually worked.
2. After ten years of consecutive service, full-time, 12-month employees will be eligible to receive 15 days of paid vacation leave. For employees who do not complete the full year, leave entitlement will be prorated as per days actually worked.
3. After thirty years of consecutive service, full-time, 12-month employees will be eligible to receive 20 days of paid vacation leave. For employees who do not complete the full year, leave entitlement will be prorated as per days actually worked.

Use of vacation leave must be approved in advance by the immediate supervisor and may not be carried over after September 1st. There may be times during the year where scheduling of vacations will not be allowable because of school activities requiring sufficient staffing. There may be some positions that are granted approval to carry over five days of vacation leave.

Section 4 Personal Leave

Twelve (12) Month Employees

These employees must use vacation leave for any personal leave purposes.

Ten (10) Month/Nine (9) Month Employees

Personal leave is paid absence necessary to accommodate a special obligation or emergency which cannot be scheduled on a non-duty day or at a time other than during scheduled work hours. Personal leave is available as follows:

All ten (10) and nine (9) month employees are granted two (2) days of personal leave per year which can accumulate to four (4) days.

Section 5 Holidays

Full-time, 12-month employees receive time off, without loss of pay, for observation of certain holidays. A calendar designating these holidays is established each year. Typically, there are seven holidays. Employees work with their direct supervisor to determine holiday leave and work hours.

Section 6 Sick Leave

Sick leave is provided to classified employees based on the following job classifications:

12-month staff	10 days per year/cum 45
~~10~~ 11-month staff	6 days per year/cum 35
9 10-month staff	6 days per year/cum 35 (One day is equivalent to the number of hours that employee works per day.)
Others	None

For employees who do not complete the full year, sick leave entitlement will be prorated as per days actually worked.

Sick leave will be granted to cover absence due to personal illness or an illness in the immediate family. Employees will be allowed to use sick leave for the following:

- a. personal illness and/or disability;
- b. when the employee's parent, spouse, spouse's parent or child is too ill to remain alone and the employee is needed to provide care to that family member;
- c. birth and/or adoption of children.

Ten (10) month and eleven (11) month employees may use sick leave for bereavement purposes and these employees will be compensated at \$25/day for any unused sick leave over 29 days at the conclusion of the year.

The recording of sick leave shall be measured full-day, half-day, one quarter day, or one-hour increments. Improper use of sick leave may be grounds for disciplinary action, even termination. The district reserves the right at any time to request a doctor's statement to verify illness or to certify that an employee is fit to return to work. Requests for sick leave for doctor or dentist appointments may be denied if the nature of the appointment is not determined a necessity, or it is not of the essence. Sick or personal leave time may be used when a snow day has been called.

Section 7 Bereavement Leave

Bereavement leave is afforded to all 12-month employees. Twelve-month employees shall be allowed a total of not more than four (4) consecutive days on full pay in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, brother, sister or a person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchildren, aunt, uncle, niece, or nephew. A total of one (1) day per year on full pay is allowed for each employee in the case of death of a close friend or neighbor.

Death leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year. The above-mentioned days are a minimum and the number of days granted shall be at the discretion of the Superintendent.

Section 8 Jury Duty

An employee who is summoned for jury service shall promptly notify their direct supervisor of such summons. The employees daily wages will continue during time spent in jury service, and no deduction of leave time shall occur. The employee will return to the school any money received that was not used for mileage, meals, or other expenses incurred from the term of duty. Employees are to notify the Superintendent of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty and the substitute will be dismissed.

Employees are expected to promptly notify their direct supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available leave days.

Section 9 Military Leave

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the employee’s regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The employee shall receive normal salary or compensation minus the state active-duty base pays the employee receives in active service of the state.

Section 10 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. The FMLA Leave Act rights and responsibilities are listed below. Some specifics regarding FMLA leave at Arlington Public Schools:

- a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.

- b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Arlington Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Arlington Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the district's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Arlington Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the district's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the district if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The district must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the district must provide a reason for the ineligibility.

The district must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the district must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Dawn Lewis at 402-478-4173.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work and Meetings

Regular, dependable attendance at work is an essential function of a classified employee's employment position with the district.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Employees are assigned varying work hours depending upon their positions. The following guidelines apply:

Paraprofessionals: On-site work day as 7 hours and 30 minutes, including duty free non-paid lunch break (30 minutes).

Custodians: On-site work day of 8 hours and 30 minutes, including duty free lunch break (30 minutes).

Administrative Assistants: On-site work day of 8 hours and 30 minutes, including duty free non-paid lunch break (30 minutes).

Kitchen: On-site work day 6 hours and 45 minutes, including a paid lunch break (30 minutes).

Bus Route Drivers: Three hours per day of duty time.

Section 2 Arrival to Duty Assignments

Classified employees have differing starting and ending times. Classified employee's work assignments may or may not be related to the regular school day. The specific duty dates and times are determined by the supervisor and are reflected on the Employment Information Form/Salary Sheet that is reviewed by the employee annually. Classified employees are expected to know their duty dates and times, and to be on time for work. Any discrepancies on this form should be reported to the Superintendent's office.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 Breaks

Employees will be provided a thirty (30) minute lunch break and other breaks as arranged by immediate supervisor.

Section 5 Classroom and School Procedures

Employees are expected to adhere to the following school procedure in the performance of their duties:

1. Use of Cell Phones

Employees are not to use personal cell phones for any non-school purpose during duty time. Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using school vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

2. Classroom Role of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not; however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the paraprofessional to work hours other than the assigned work hours or assigned work day, then the teacher must contact the administration for approval.

3. E-mail

Employees are assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail at least once a day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during duty time. All employees are required to sign a Computer and Internet Acceptable Use Form indicating that you are aware of the guidelines set forth by the district.

4. Employee Mailbox

Employees are assigned a mailbox (individual or shared). Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employee is responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.

5. Meetings

Classified employees will be notified if they are expected to staffing meetings and/or inservices. All support staff working directly with students in instructional settings will be requested to attend School Improvement Meetings as identified. Paraprofessionals will meet with the building Principal once a month.

Section 6 Supervision of Students

Proper supervision of students is an important responsibility for employees and other adults responsible for our students. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your area unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your area, request that another nearby staff member cover for you, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Arlington Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
 - When you go over safety rules with students note it in your written records (e.g., your daily reports/planner).
 - Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.
3. Proper Maintenance of Buildings, Grounds, and Equipment
- Conduct periodic inspections of equipment under your control or in your area of supervision.
 - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
 - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.
4. Proper Warnings
- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.
5. Contact the Office for Assistance
- The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:
- student fight
 - student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.)
 - a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
 - presence of an intruder (a non-student or non-staff member who refuses to go to the office)
6. Student Rights:
- Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 7 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. All employees responsible for supervising students are responsible for enforcing and implementing expectations on a consistent

basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. Be familiar with the rules and guidelines that apply to students in the various settings that you work in.
2. It is important to redirect students when they are not following guidelines and/or meeting expectations.
3. If, after attempts to improve student behavior by redirection, the problems continue, talk to the supervising teacher or the principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying.”
4. Keep the supervising teacher informed about important issues that come to your attention pertaining to student conduct.
5. Talk with other paraprofessionals and teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
6. Read and understand the student handbook and the student conduct rules of the district.
7. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
8. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the principal so this law may be followed.

Section 8 Dispensing Medicine

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Medical procedures are not to be administered in the classroom, bus, or other educational facility except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician

authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 9 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timelines in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Section 10 Training/Certification

Employees may be required to obtain additional training and/or certification as necessary to meet the needs of students. Examples include:

- Non-violent crisis intervention
- Autism training
- Van license
- Safety procedures
- ESS requirements
- Blood borne pathogen training
- First aid
- CPR

Section 11 Duties as Assigned

The administration reserves the right to assign duties to meet the needs of students. Such duties may include: field trip supervision, safety patrol, book fair, parent/teacher conference babysitting, hall duties, lunch duty, recess duty, parking lot supervision, study hall supervision, etc.

Section 12 Job Descriptions/Evaluations

A copy of the job descriptions and evaluation instruments are available upon request. A copy of the same for the paraprofessionals can be found in Appendix B of this handbook.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Arlington Public Schools expects its classified employees to adhere to ethical standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a Professional Educator:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
8. Shall report to the Superintendent any known violation of paragraphs 2, 5, or 7 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principal IV – Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personal relationships with governing administration and Board of Education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employment agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system.
2. Supervise others in accordance with law and policies of the district.
3. Recognize the role and function of community agencies and groups as they relate to the district and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task.
2. Adhere to and enforce written and dated administrative policy of the district which has been communicated to the educator.
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task.
2. Use language and terminology which are relevant to the designated task.
3. Use language which reflects an understanding of the ability of the individual or group.
4. Assure that the designated task is understood.
5. Use feedback techniques which are relevant to the designated task.
6. Consider the entire context of the statements of others when making judgments about what others have said.
7. Encourage each individual to state his ideas clearly.

Management Techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies.
2. Maintain consistency in the application of policy and practice.
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas.
2. Shall not knowingly misinterpret the statements of others.
3. Shall not show disrespect for or lack of acceptance of others.
4. Shall provide leadership and direction for others by appropriate example.
5. Shall offer constructive criticism when necessary.

6. Shall comply with reasonable requests and orders given by and with proper authority.
7. Shall not assign unreasonable tasks.
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability.
2. Be able to communicate so effectively as to accomplish the designated task.
3. Appropriately control his or her emotions.
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Evaluations

Evaluations of employees will be conducted one time annually by supervising teachers and/or administration. Supervisors reserve the right to observe, appraise or evaluate employees more frequently on an as-needed basis. Direct supervisors and other certificated staff members who work directly with the employee will have input on the evaluation. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers, including other colleagues and teachers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on Instagram, Snap Chat, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems.)
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle, or an emergency exists.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the district.

Section 6 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the district. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and e-mail messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to their immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 7 Notification of Arrest

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six-month incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the district;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's commercial driver's license if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
2. Certificate of License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings. Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the district using the established chain of command (immediate supervisor,

next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the district and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the district's mission. Employees must ensure that all applicable laws and regulations are followed by the district and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the district.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The district will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Professional Attire

It is important for employees to project the appropriate professional image to students, parents and co-workers. Appropriate attire and grooming are one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. Your supervisor will advise you as to appropriate attire. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for specific positions and/or individuals should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the district of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The district has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike-controlled substance is prohibited.

In addition, employees are expected to serve as role models for students and will be considered to have violated District expectations in the event the employee commits a criminal drug or alcohol offense off the work place or on off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the district's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The district prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sand club, metal knuckles, or throwing star;

- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Employees have access to the district's computer network and the Internet for the enhancement and support of student instruction. Such access is subject to Policy 6800 Internet Safety and Acceptable Use Policy. Those documents are included in the Appendix. It is important to remember that the equipment and the software are the property of the school district.

Section 5 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 6 Visitors

Employees are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the employee. Visitors should follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

Section 7 Security of Desks and Lockers

Offices, desks, lockers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The district is not responsible for any personal property employee’s may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 8 Copyright and Fair Use Policy

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 9 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 10 Safety

Safety Program and Safety Committee

The district has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The district also has a safety committee to address employee accidents, injuries and work place conditions. If you have a desire to serve on the committee, you should contact the Superintendent. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact a member of the safety committee, or (2) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.
11. As required by law, approved safety glasses will be required of every student and ESP while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Chemical Agents

Staff members are not to use chemical compounds on students. Bug sprays, sun block, and other insecticide-type lotions and sprays can create health concerns for students.

Emergency Information Packets

Each classroom shall have an emergency quick reference guide visibly located near the exit. Fire and severe weather exit routes and safety areas are to be visibly posted in each room near the exit. Guidelines for these procedures can be found in the emergency guide.

Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification Form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Security Measures

All entrance doors except the elementary north doors and the high school east doors will be locked from 8:15 a.m.-3:45 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any employee upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Video Surveillance

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Accidents

Every accident which results in a personal injury must be reported to the principal immediately. In the event the injury involves a student, the employee responsible for the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Worker's Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Arlington Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related

medical condition, or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Secondary Principal, 705 North 9th Street, PO Box 580, Arlington, NE 68002 (402) 478-4173

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

Any person having inquiries concerning the district's compliance with anti-discrimination laws, policies, or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N. 9th Street, PO Box 580, Arlington, NE 68002, (402) 478-4173.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Secondary Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers,

students or other persons is prohibited. In addition, the Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee or student is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of an employee, the Superintendent would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of

Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor or Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the coordinator's decision is sent to the Complainant to accept or reject the coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the coordinator. The coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Student Privacy Protection

Every Student Succeeds Act (ESSA) requires the district to protect the privacy of students. Further information about student privacy and the district's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the district)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or the student's parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student's parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building Principal and also inform the building Principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the district policy is to not gather such information for such purposes.

Section 7 Homeless Students

The ESSA requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the district's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 8 Breakfast and Lunch Programs

The district participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 9 Confidentiality of Protected Health Information

It is the policy of the district to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The district designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX A

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under the Arlington Public Schools health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is the Superintendent of Schools, (402) 478-4173. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the

Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

APPENDIX B

ARLINGTON PUBLIC SCHOOLS AT WILL EMPLOYEE AA/EOE

NAME: _____ **DATE:** _____

JOB TITLE: Special Education
Paraprofessional **LEVEL:** K-12

F.T.E.: 1.00 **D.O.T. CLASSIFICATION:** Light/Moderate

QUALIFICATIONS/REQUIREMENTS:

- A. Education Level: High School Diploma Minimum
- B. Certification or Licensure: None
- C. Experience Desired: None
- D. Other Requirements: Effective, positive written and oral communication skills; ability to work with a large variety of audiences, team oriented.

REPORTS TO: Directly responsible to the building principal.

RECEIVES GUIDANCE FROM: Teaching staff and administration.

CONTACTS WITH: Administrators, teachers, support staff, parents, students, Board of Education members, vendors, community.

SUPERVISES: Students

CONDITIONS OF EMPLOYMENT:

1. Terms of employment shall be 180 days.
2. Work schedule: 8:05 a.m. to 3:35 p.m.-or as otherwise assigned.
3. Will be provided a 30-minute lunch break and a 15-minute break in the morning and one in the afternoon.
4. Consideration of salary/benefits will be generally done at the April Board meeting.
5. Will be paid on the 20th of each month.
6. Six days sick leave per year/accumulative to 35.
7. Duties as assigned by building principals and/or superintendent.

JOB DESCRIPTION/GOALS:

1. To efficiently carry out job responsibilities, keeping in mind that our organization is child and client centered.
2. The paraprofessional will be a life-long learner.
3. Will demonstrate the ability to carry out all responsibilities assigned.
4. Will develop and use interpersonal relationship skills.
5. Will provide and demonstrate leadership skills and qualities.

ESSENTIAL JOB FUNCTIONS

EVALUATION RATINGS:

S=Satisfactory

NI=Needs Improvement

U=Unsatisfactory

PRIMARY DUTIES:

- _____ 1. Work effectively on a daily basis with students under the supervision of the teacher.
- _____ 2. Demonstrate the ability to work with special education children in a variety of settings within the school.
- _____ 3. Assist in teaching material and general skills needed by children.
- _____ 4. Perform direct care to students and keep data on behavior patterns and changes.
- _____ 5. Review lesson plans with teacher and implement lesson plans to students.
- _____ 6. Work closely with other paraprofessionals and carefully divide responsibilities and tasks in order to achieve the most effective assistance to the teacher.

- _____ 7. Demonstrate responsibility, self-esteem, sociability, self-management, integrity and honesty that are required of a competent member of the team.
- _____ 8. May be required to obtain a school bus permit to occasionally transport special education students in school van.

OTHER REQUIREMENTS (Intellectual, sensory, general)

- _____ 1. Attendance and punctuality.
- _____ 2. Takes initiative/self-motivator.
- _____ 3. Maturity
- _____ 4. Courtesy
- _____ 5. Attitude
- _____ 6. Exhibits concern for quality of work.
- _____ 7. Uses appropriate technology for tasks.
- _____ 8. Cooperation with supervisors and co-workers.
- _____ 9. Dependability
- _____ 10. Trustworthiness/Confidentiality
- _____ 11. Follows directions/work site rules.
- _____ 12. Works independently and as a team member.
- _____ 13. Works neatly and accurately.
- _____ 14. Accepts constructive criticism and guidance.
- _____ 15. Communicates effectively/uses appropriate language.

EQUIPMENT/TOOLS USED:

- _____ 1. Ability to operate computer, intercom, telephone, school van.

PHYSICAL REQUIREMENTS

	NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A. STANDING		X		
B. HEARING				X
C. SEEING				X
D. BALANCING		X		
E. WALKING		X		
F. SITTING			X	
G. BENDING/STOOPING		X		
H. REACHING/PUSHING/PULLING		X		
I. CLIMBING	X			
J. DRIVING		X		
K. LIFTING (Max. 25 lbs.) Size (Various)	X			
L. CARRYING (10-100 FT.)	X			
M. MANUAL DEXTERITY TASKS:				
1. FINGERING		X		
2. GRASPING		X		
3. FEELING		X		

COMMENTS: Able to be flexible due to the nature of the requirements and the number of paraprofessionals employed.

WORKING CONDITIONS

- A. Inside Outside Both X
- B. Climatic Environment: Mostly temperature controlled.

C. Hazards: None.

EVALUATION SUMMARY

COMMENTS:

RECOMMENDATIONS:

AREAS REQUIRING IMPROVEMENT: (ATTACH PROGRAM OF REMEDIATION INCLUDING CONSEQUENCES OF NON-REMEDIATION.)

RECOMMEND CONTINUATION OF EMPLOYMENT:

_____ YES _____ NO _____ PROVISIONALLY

SIGNATURE OF EVALUATOR: _____ DATE:

I hereby acknowledge that I have been advised and informed of the contents of this appraisal of my performance and of my right to attach any personal comments that I feel are necessary.

SIGNATURE OF EMPLOYEE _____ Date:

Comments Attached: _____ YES _____ NO Comments Due: _____

APPENDIX C

RECEIPT OF 2024-2025 SUPPORT STAFF HANDBOOK

This signed receipt acknowledges receipt (electronically and/or manually) of the 2024-2025 Support Staff Handbook of Arlington Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook. I understand that the handbook includes the district's policies of non-discrimination and equity, bullying and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Employee's Signature

Date: _____

Return to:

Building Principal's or
Office of the Superintendent
Arlington Public Schools

ARLINGTON ELEMENTARY

STUDENT/GUARDIAN

HANDBOOK

2024-2025

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”



ARLINGTON ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK

2024-2025

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FORWARD

Section 1 INTENT OF HANDBOOK

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Arlington Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Chase Kratochvil , President	chase.kratochvi@apseagles.org
Cassie Flesner , Vice President	cassie.flesner@apseagles.org
Matt O'Daniel,	matt.odaniel@apseagles.org
Shannon Willmott	shannon.willmott@apseagles.org
Brian Laaker	Brian.laaker@apseagles.org
Jason Arp	Jason.arp@apseagles.org

Section 3 ADMINISTRATIVE STAFF

Name	Position
Dr. Dawn Lewis	Superintendent
Dr. Jacqueline Morgan	Elementary Principal
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director

Section 4 TEACHERS, COUNCELORS, AND STAFF

Position	Name	Voicemail Extension
Preschool	Gail Barth	173
Kindergarten	Kylie Winslager	169
	Chaleigh Mattson	155
	Tamara Loberg	149
Grade One	Melissa Moran	163
	Anna Hornung	110
	Laura Thiesen	150
Grade Two	Marcia Kaup	152
	Morgan Mruz	151
	Nichole Fairhead	111
Grade Three	Alex Gill	154
	Alexis Dobson	153
	Reilly Peetz	113
Grade Four	Sandy Sanders	176
	Katee Prenzlowl	112
	Jaden Green	141
Grade Five	Carla Kaup	144
	Makenzie Rhoads	145
Grade Six	Lisa Stork	143
	Erin Reed	147
	Landon Walkenhorst	135
Curriculum/Assessment Coordinator	Tashia Wolf	132
Vocal Music	Barina Buresh-Crosland	161
	Gabrielle Morin	181
Instrumental Music	Allison Mastny	135
Physical Education	Jake Eckhardt/Jake Polk	162
Guidance	Kevin Kraus	171
Reading Interventionist	Leslie Gubbels	142
Math Interventionist	Amanda Dennis	156
Special Education	Charlee Bierman	140
	Connor Eurek	140
	Heather Mueller	146
	Jaime Smith	134
	Jordan Jenkins	108
Speech	Kaisha Hilgenkamp	172
School Psychologist	Kristin Stanislav	180
Special Education Director	Sarah Sharp	140
Title I	Jennifer Christensen	164
Media Specialist	Kristy Rollins	148
Art	Erin Schaapveld	125
	Maddie Powoll	
Technology Coordinator	Dan Larson	180

Section 5 SUPPORT STAFF

Position	Name
Superintendent Secretary	Jennifer Arp
Bookkeeper	Jennifer Arp
Elementary Administrative Assistant	Cindy Martens

Para-professionals	Jocelyn Gerrish Chris Burns Sabrena Lozo Judi Eckhart Cher Krause Tracie Quinn Amanda Timm Nikki Yager Lori Lang Amanda Villwok Britta Layman Katherine Dawson Sue Wolfe
Nurse	Shirley Holck
Building and Grounds Supervisor	Lawrence Reed
Custodians	Silvia Arias Rita Bonilla Claudia Escamilla Vicki Freeman
Food Service Manager	Julie French
Food Service Assistant Manager	Sandy Johnson
Food Service	Lorena Adams Mary Hunter Mary Linder Karen Toebben

ARLINGTON PUBLIC SCHOOLS

2024-2025 CALENDAR

Aug 7- New Teacher Orientation
 Aug 8-9, 12- Staff Inservice
 Aug 13-First Student Day (Early dismissal)

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3- Holiday Break
 Jan 6-Staff Inservice
 Jan 7-Students Return
 Jan 20-Staff Inservice, No School

Sept 2-Labor Day
 Sept 16-Staff Inservice

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 12-13- Parent Teacher Conferences
 Feb 14- No School

Oct 15-End Q1 (44 days)
 Oct 23-24-Parent Teacher Conferences
 Oct 25- Fall Break

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 12- End Q3 (45 days)
 March 13-14- Spring Break

Nov 27-29- Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 18, 21- Easter Break

Dec 19-20-Finals (Early Dismissal)
 Dec 20-End Q2 (44 days)
 Dec 23-31- Holiday Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 8: AHS Track Invite (Early Dismissal)
 May 9: Teacher Workday, No School (JH Track Invite)
 May 14: Seniors Last Day
 May 18-Graduation
 May 20-21-Finals* (Early Dismissal)
 May 21-23-Last Day of School*
 End Q4 (46 days)

Semester 1:
 88 Student Days
 93 Staff Days

No School Days
 Parent Teacher Conferences
 Last Days-Early Dismissal
 Staff Inservice/Work Days
 "First" Student Days

*Actual last day determined by annual weather cancellations

Semester 2:
 90 Student Days
 93 Staff Days

ARTICLE 1 – PHILOSOPHY, GOALS, & OBJECTIVES

Section 1 MISSION STATEMENT

The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.

Section 2 BELIEF STATEMENT AND GOALS

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures is essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

Key Values of the Arlington Public Schools

1. Our schools belong to our community and exist to provide service to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Section 3 MUTUAL RESPECT

The Arlington 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.

Section 4 COMPLAINT PROCEDURES:

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

1. Complaint procedure:

- Step 1. Establish contact with the student's teacher first. Discuss the matter and search for possible solutions together. The principal may be included in the discussion during this step.
- Step 2. Appeal to the principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

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

ARTICLE 2 – SCHOOL DAY

Section 1 DAILY SCHEDULE

Regular School Day

7:40-8:05 am	Breakfast
8:05 am	Students permitted in the building
8:15 am	School Day begins
10:58 am	K-4 Lunch followed by recess (times staggered)
12:25 pm	5-6 Lunch followed by recess

Students are not to be in the building before 7:40am unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:15.

Friday Schedule

Due to teacher collaboration time school will start at 8:40 am on Friday mornings for the duration of the school year. In the event of finals or early outs, the TCT schedule may be adjusted.

Section 2 MORNING/AFTER SCHOOL PROCEDURES

Following school procedures will ensure that each student and family begins their day in a safe and positive way.

Drop Off Procedures

Parents should enter the Elementary Parking lot from either Bell Street or 11th Street. Please pull up along the curb in a single file line (no double parking) to drop off students. When leaving, please be extremely cautious and courteous of other vehicles exiting the parking lot. Students cannot be dropped off on Bell Street.

Pickup Procedures

Because of traffic congestion during pickup times, we are asking that parents do not enter the parking lot off of Bell Street. The process should begin on the corner of Dodge and 11th Streets moving north toward the elementary parking lot. No double parking will be allowed. **All students must be picked up in the elementary parking lot.** Students will not be allowed to load vehicles on 11th Street, Bell Street, or in the high school parking lot.

Visitor Parking Spaces

There are three visitor parking spaces on the east side of the handicap zones. These parking spots are not to be used for long term parking or for picking up students when school is dismissed. If parents are attending a field trip, please refrain from using these spots.

Breakfast

Breakfast is served from 7:40-8:05 a.m. in the cafeteria. Students should exit the building when done eating and report to designated waiting areas at the entrance of the building. **Students may not go to classroom areas before 8:05 a.m.** Students entering the breakfast room should place backpacks, jackets, and coats along the north end of the gym before getting their breakfast.

Entering The Building

Students will be asked to wait in assigned areas outside the entrance when arriving at school in the morning. Adult supervision will begin at 7:50 a.m. **Students should not arrive at school before this time as no supervision is available.** Students will be allowed to enter the building at 8:05 a.m. to report to their classrooms. Students are not allowed in the building and classrooms prior to this time as teachers are preparing for the day. During inclement weather the supervising adult will move students into the Elementary Gym.

Dismissal

Students who walk or ride will be dismissed at 3:20 p.m. on a normal school day and at 1:20 p.m. on early dismissal days. These students are to exit the classroom area and the building to avoid congestion and management problems on school

property. Students should not wait outside classrooms for siblings or friends. If students are waiting for a sibling or friend they need to wait in a designated area, approved by the office. Students, who are not bus riders and need to ride the bus on occasion, please see Appendix C – Boarding and Leaving the Bus.

Students who ride the bus will be dismissed at 3:30 p.m. on a normal school day and at 1:30 p.m. on early dismissal days. These students should immediately report to the bus loop to load busses.

Playground

School personnel are not available to supervise the playground before or after school. Due to risk of injury, no students are allowed on the playground from 6:00 a.m. to 8:05 a.m. or 3:20 to 4:00 p.m. on school days.

Section 3 SEVERE WEATHER AND SCHOOL CANCELLATIONS

School Closing Information

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio on KFAB and KHUB. Parents will also receive a phone message from Eagle Alert indicating a late start or school closing.

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. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts

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

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not to Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions

Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Severe Weather

Five short rings on the bells and/or an intercom announcement will signal a severe weather drill. Students should report to the designated area quickly and quietly. These designated areas are posted near the door of your room. When the severe threat level has decreased, school officials will issue an all-clear statement. Upon hearing this, students and staff should report directly to their classrooms.

Section 4 CLOSED CAMPUS

Closed Campus Policy

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival.** Students must check out through the office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

Section 5 SCHOOL GUIDELINES

Emergency Contact Information

Please take time to provide the school with the most updated contact information. In the event of an emergency a school representative will contact you via phone. Please also include at least two additional emergency contacts in case a parent/guardian cannot be reached.

Bicycles, Skateboards, and other Modes of Transportation

Children may ride their bicycles, skateboards, and any other form of transportation to and from school. While on school grounds they must dismount their bicycle and walk along side of it or carry it. Students must walk their bicycles along designated sidewalk areas and should never enter into vehicle drop off/pick up routes. Bicycle racks are located by the Elementary entrance. It is not permissible to bring any transportation items inside the school. These items must be either stored or chained to the bike rack or left at home.

Food and Drink

Drinks and snacks will not be allowed in classrooms, computer labs, etc., with the exception of water. Students with medical conditions that require food may be exempt from this rule, however, prearrangements must be made with the school prior to having food and drink in the classrooms.

Birthdays/Celebrations

A child may treat their homeroom classmates on their birthday with a simple treat. Please check with your child's teacher to ensure any dietary restrictions that may exist (i.e., food allergies, medical restrictions, etc.). Invitations to birthday parties should be kept outside of school. All food brought into the school for birthdays/celebrations must be store bought, unopened, and include an ingredient label on the package. However, some course curriculums may include projects that involve Student or Parent prepared foods made at home. In order to ensure student health and safety, please consult school administration for approval. All foods will be consumed in a food approved area of the campus.

Fire Drills

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms.

Field Trips

Parents are encouraged to accompany their students on field trips. Listed below are guidelines to follow if you choose to attend a field trip and assist with supervision of children.

- You will be may be required to ride the bus to and from the event
- Sit with students to help supervise
- Younger siblings are prohibited from attending field trips
- Pay your own way in

If you choose not to supervise but want to go on the field trip to be with your child please abide by the following guidelines.

Please Note: Capacity limits at the field trip location may prohibit the attendance of non-supervising adults.

- You will be required to drive yourself
- The school busses will not be able to wait
- Your child has to stay with their assigned group at the event
- You can take your child after the event, as long as you have visited with your child's teacher and signed them out

No parent will be allowed to take another child with them after an event without the written consent from the other child's parent. Phone call authorization will not be accepted under any circumstances.

Visiting During School Hours

Visits to school provide parents with first-hand knowledge of the school program and demonstrates to a child that his/her parents are truly interested in what he/she is doing while at school. Arlington Elementary encourages its families to visit

during the school day. If you are planning a visit, please abide by the following guidelines to ensure limited disruption to the learning environment.

- Please call your child's teacher a *minimum* of one day in advance to schedule a classroom visit. If the teacher is unaware of the visit, the visitor may be asked to come back at a later time that is pre-arranged with the teacher.
- Children who do not attend and/or are too young to attend Arlington Elementary are not permitted into classrooms during regular hours of instruction
- A visit should last approximately thirty minutes in one instructional area.
- Please avoid visiting during the first few days (two weeks for kindergarten) of school.
- If visiting for lunch, please wait for the student(s) in the lunch room or office, not by their classroom, as this may be disruptive to the learning environment.

All visitors **MUST** sign in at the office and be acknowledged by office staff as to where they are going to be visiting.

Please note that students who attend other school districts may **not** attend Arlington Elementary when he or she is on vacation or visiting in town. We do not have the authority to assume responsibility for them.

Personal Items Brought from Home

The school is not responsible for any broken, stolen or damaged items which are brought from home.

Children may bring small items such as gifts or special possessions to show and share with their teachers and classmates if directed by the instructor. Such items are to remain in the child's homeroom area during the day.

Please refer to Article 8, Section 3 – General Standards of Behavior for information on the use of Electronic Devices on school property.

Pets

Any student who wishes to bring a pet to school for any reason needs to fill out the Pet Request Form found in Appendix A. Please have this form turned in to the office 1 week prior to the date of the visit.

Section 6 LUNCH AND RECESS

Students enter the lunchroom with their teacher at approximately:

Kdg	10:55 a.m.
1st	11:00 a.m.
2nd	11:05 a.m.
3rd	11:10 a.m.
4th	11:15 a.m.
5 th /6 th	12:25 p.m.

For more information about the Federal Lunch program please refer to Article 10, Section 13 of this handbook.

Recess

All students are expected to have recess 3-5 times a week. A minimum of fifteen minutes per day is designated per grade level for recess activities. During inclement weather, students will have recess indoors.

Playground supervisor's responsibilities as found in the Arlington Elementary School Faculty Handbook -

1. Prevent fighting or injuries from happening; circulate in your area and stop behavior which may lead to fighting or an injury.
2. Encourage children to share equipment and to play together. Try to encourage all children to take part in some activity.
3. Listen to concerns and try to resolve disputes among children.
4. Watch all children; don't become directly involved with any child or group. All children need to be supervised.
5. Don't get together with other supervisors and visit.
6. If a child becomes injured, bring the child to the nurse's office.

Weather

It is a priority to go outside for recess every day at school. Students need to be dressed appropriately for the weather that day. Adults will make reasonable decisions in regards to outdoor or indoor recess due to inclement weather. If the temperature outside is below 10 degrees, with wind chill, students will have recess inside. During winter months when

snow is covering the ground, students must wear hats, gloves, boots, and snow pants to play directly in the snow. Students without the required apparel will not be allowed to play in the snow.

Recess Items from Home

Students should not bring toys, video games, balls, etc. to use at recess. This can lead to stolen or lost items as well as disagreements during recess time. Adequate recess equipment will be provided for each grade. The school is not responsible for stolen or damaged goods brought from home.

Section 7 BUS PROCEDURES

Bus Conduct Code

The transporting of students to school and home each day safely is our paramount concern. A successful school bus operation requires the combined efforts of the administration, bus drivers, students, and parents. We have identified bus conduct expectations, which will help bring about the safe transportation of bus riding students.

- Be Respectful
 - Use Quiet Voices
 - Stay Seated
 - Eating and drinking is at the discretion of the bus driver.
 - Silence when crossing railroad tracks
1. Boarding and Leaving the Bus
 - a. Cross the road at least twelve feet in front of the bus, but only after checking to be sure no traffic is approaching and /or receiving a signal from the driver.
 - b. Help look after the safety and comfort of small children.
 - c. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance.
 - d. For students who are not regular bus riders, the school must receive a phone call or a written note from the parent before their child will be permitted to ride the bus.
 - e. When possible, the bus will pick up students at regular stops. If, due to weather or road conditions, the bus is unable to reach the stop of a resident, it will stop for, pick up, and deliver at the closest, most convenient, and safest spot as determined by the driver.
 - f. While waiting for the bus, students must conduct themselves in an orderly manner, forming a line off the traveled portion of the road.
 2. Procedures for Disciplinary Actions
 - a. The bus is an extension of the classroom with similar rules of behavior. If students choose not to follow the rules, appropriate discipline will be administered.
 - b. It is important to note that the driver's goal is to change the behavior of a student violating bus rules using the least restrictive means possible. However, the driver may at any time refer a student to the building principal for disciplinary action. Disciplinary action may include suspension or expulsion of a student's riding privilege. These disciplinary actions are reserved for extreme or repeated infractions. In the case of suspension or exclusion of the student from riding privileges, the parents will be responsible to provide transportation for the term of the disciplinary action.
 - c. In all cases, suspension or expulsion will be an administrative decision by the building principal.

If your child rides the bus, it is important to remember that this is an extension of the classroom and the driver will treat his/her behavior as teachers do. The building principals will be contacted for incidents which require more severe discipline.

Parents of students who are suspended long term (6 or more days) or excluded for the semester may request, in writing to the superintendent, that a hearing be held with the administration.

ARTICLE 3 - USE OF BUILDING, GROUNDS AND EQUIPMENT

SECTION 1 IDENTIFICATION BADGES

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Office personnel must provide authorization to area being visited.

Section 2 SMOKE-FREE ENVIRONMENT

Arlington Public Schools declares all of our school's buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free and tobacco-free and abide by our District's policy.

Section 3 CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

Section 4 SEARCHES ON SCHOOL GROUNDS

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 5 ASBESTOS

All asbestos in the Arlington Public Schools building is either non-friable or has been encapsulated. We will continue to budget for testing and proper treatment of asbestos containing materials, including removal if necessary. If you have any questions, please contact the Arlington Public Schools' superintendent.

Section 6 VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

Section 7 USE OF TELEPHONE

Students normally should have no need to use the school phone on a daily basis. It is each student's responsibility to come to school each day with all items that they need to participate in classes. Messages will be relayed to students as the need arises. In emergency situations, students should visit with their teacher to seek permission to make a call. The office phone is not to be used for non-emergency personal matters (i.e., asking if a friend can come over).

Section 8 BICYCLES

Bicycles must be parked in the racks provided at the elementary building. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 9 STUDENT VALUABLES

Arlington Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found, located in the elementary gym, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items will be donated to charitable organizations at the end of every quarter.

Section 11 ACCIDENTS

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 12 INSURANCE

The district encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 13 COPYRIGHT AND FAIR USE POLICY

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and

- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 14 MEDIA CENTER

The Media Center is open from 7:50 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Books are checked out for one week. Lost books will be assessed at the replacement cost of the material and are non-negotiable. Students must have passes to enter or leave the media center.

Section 15 TECHNOLOGY

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes. Multiple copies of material should be done at provided copy machines at student expense. Students will be charged for printed material (\$.10/page) that does not meet these specifications.

Electronic devices:

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or

pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) **First Violation**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device

(iv) **Second Violation**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(v) **Third Violation**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device

(3) Penalties for Prohibited Use of Electronic Devices: Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The district is not responsible for the security

and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Section 16 INTERNET SAFETY POLICY

It is the policy of Arlington Public Schools to comply Legislative bill LB 512, the Education Omnibus bill. LB 512 included the Nebraska Student Online Personal Protection Act ("SOPPA"). The SOPPA imposes requirements to maintain the online privacy of students. Just as Policy 6800 confirms the district's intent to comply with other privacy laws, Policy 6800 now references the SOPPA.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

1. Supervision and Monitoring. It shall be the responsibility of all members of the district staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
2. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
3. Parental Consent. The district shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
4. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Section 17 COMPUTER ACCEPTABLE USE POLICY

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the district or made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the district shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this, Policy.

The technology resources are not a public forum. The district reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the district's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

 - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 - b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the district is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the district: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the district's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

 - c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
 - e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
 6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and ensure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the district’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the district technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254

Children’s Online Privacy Protection Act, 15 USC § 6501

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption

April 9, 2012

Arlington Public Schools
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

In order to make sure that all members of Arlington Public School community understand and agree to these rules of conduct, Arlington Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

ARTICLE 4 – ATTENDANCE

Section 1 ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Attendance Procedures

School is a full-time job; therefore, students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be a goal of every student.

Cooperation between the school officials and parents is critical in ensuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. *State law requires that students not miss more than 10 days each semester (20 total days), which we strictly follow.*

Reporting of Absences

The school keeps period attendance. Students that arrive at school after 8:15 (8:40 on Fridays) shall be recorded as tardy. An absence for any portion of a period may count as a full period absence. To constitute an excused absence a parent/guardian should call the office at 478-4121 before 9:00 a.m. on the day of the absence. Students are still limited to ten days per semester regardless if they are excused or not. Individual students that exceed 10 absences per semester will be required to set up an attendance plan with parents and administration in order to limit further attendance occurrences. If this plan isn't followed, the student will be reported to the Washington County Attorney for excessive absenteeism. Guardians are expected to call each day that the student is absent from school unless other arrangements have been made with the secretary. Failure to follow these guidelines could result in the student being considered unexcused/truant.

All absences shall count towards the ten-day limit per semester (except those incurred for school-sponsored activities). It is the responsibility of the guardian and /or student to keep track of their total absences. The school will attempt to provide assistance by sending absentee notices to guardians at certain intervals during the year.

Late Arrivals/Early Dismissals

Any time a student arrives late to school, he or she must sign in at the office. If the student is leaving prior to regular dismissal time the parent or guardian must sign them out at the office.

School Sponsored Absences

Students who are going to miss class for school-sponsored field trips or activities must contact instructors prior to the activity and follow their directives.

Disciplinary Absence

To receive credit for work missed due to a disciplinary suspension, the student is responsible for requesting assignments for make-up work and completing the make-up work on his/her own initiative, and on his/her own time either before or after school, by the due date. The teacher, based on the content being studied and the length of student absence, will determine the date when make-up work is due.

Section 2 ATTENDANCE AND ABSENCES

Absences From School - Definitions.

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

It is the student's responsibility to arrange for all make-up work following an excused absence as soon as they return to school. We emphasize this strongly. It is your responsibility to ask for, to do and to hand in on time all make-up work. A teacher does not have to remind you of make-up work. Failing grades will be given on that which is not done or on that which is not handed in on time. After a student has been absent for three days due to illness the office will assist in obtaining assignments. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence must request assignments and make arrangements to complete part or all of the work prior to the absence.

Excused Absence

Absences should be cleared through the principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed. When applicable, documentation pertaining to the absence will be required:

- A. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- B. Illness which causes a student to be absent from school (including mental or physical illness),
- C. Doctor or dental appointment which require student to be absent from school,
- D. Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- E. School sponsored activities which require students to be absent from school,
- F. Family trips in which student accompanies parent(s)/legal guardian(s),
- G. Other absences which have received prior approval from the principal.

The principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Unexcused Absence

An absence which is not excused will be recorded as unexcused. If a student's absence is unexcused the student will be required to make-up the work. If a student fails to make up the required coursework, he or she may be required to complete the work outside of school hours as determined by school administration.

Truancy

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

First Truancy: The guardian will be notified in writing or by phone and the student will receive disciplinary action including but not limited to detentions, after hour's sessions and additional work assignments depending upon the time missed.

Second Truancy: The student will receive disciplinary action up to and including after-hours sessions. Upon the second truancy a conference must be held with the guardian.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Section 3 TARDINESS

Tardiness is a violation of school policy. Parents are asked to ensure their students begin their day on a positive note by being to school on time.

Students will be recorded as tardy after 8:15 a.m. As a student reaches the following number of tardies in a quarter, the following action will be taken:

1-4 tardies – verbal warning to student will be given

5 tardies – a letter will be sent to parents and a parent phone call will be made

8+ tardies – administration will set up a conference with parents and missed time may have to be made up before or after school hour

Section 4 ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES

Students must attend school for a normal school day prior to participating in or attending an activity. This includes all school sponsored activities. School administration retains the right to grant participation should exceptional circumstances occur.

Section 5 MAKE-UP WORK

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed to complete assignments will be determined by mutual agreement between the student and teacher.

Section 6 RECOGNITION OF ATTENDANCE

Students having perfect attendance will be recognized by the principal on a yearly basis. These students will receive a perfect attendance certificate at the end of each year. Perfect attendance is defined as being in school from 8:15a.m. – 3:20 p.m. each day. Any student who misses 5 or less periods for the entire year will be awarded with perfect attendance.

ARTICLE 5 - ACADEMICS

Section 1 GRADING SYSTEM

K-2 Grading Scale. K-2 grade teachers are to use the grading scale set forth below:

Beginning – B – Overall student performance reflects unsatisfactory performance on standards/skills and insufficient understanding of content at grade level. A student scoring Beginning level inconsistently utilizes a variety of skills and strategies to comprehend content.

Progressing – P – Overall student performance reflects satisfactory performance on standards/skills and sufficient understanding of content at grade level. A student scoring at the Progressing level generally utilizes a variety of skills and strategies to comprehend content.

Meets Proficiency – M – Overall student performance reflects high academic performance on standards/skills and a thorough understanding of the content at grade level. A student scoring in the Meets Proficiency level thoroughly utilizes a variety of strategies to comprehend content.

3-6 Grading Scale. 3-6 grade teachers are to use only the grading scale set forth below. Any deviation from the approved grade scales must be approved by the building principal.

Percentage	Letter Grade
100-98	A+
97-96	A
95-93	A-
92-91	B+
90-88	B
87-85	B-
84-82	C+
81-79	C
78-76	C-
75-74	D+
73-72	D
71-70	D-
69 & Below	F

Section 2 REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter. In grades K-2, progress marks are used to designate a student's progress. In grades 3-6, letter grades are used to designate a student's progress. Progress reports are sent home with each student at approximately halfway through each quarter.

Section 3 PROMOTION, RETENTION

The professional staff at Arlington Public Schools will place students at the grade level best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level when it is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 4 INTERIM REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report may be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers may arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 5 PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held twice per year. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 6 NEBRASKA STATE ASSESSMENT REQUIREMENTS

All students in grades 3-6 will be required to take Nebraska state accountability assessments. Students will test from late January to early May. Refer to the chart below for the grade level when each test is given.

<i>Grade</i>	<i>Reading</i>	<i>Math</i>	<i>Science</i>
Grade 3	X	X	
Grade 4	X	X	
Grade 5	X	X	X
Grade 6	X	X	

Section 7 STUDENT RECORDS

Information, which is pertinent to the development of a meaningful educational program for a child, is maintained in the permanent record. These records are housed in the administrative files of the school. Information in the files is available only to school staff members on a need-to-know basis and a parent or guardian. It will be released to another school only upon written request of an official of the school to which the child has transferred.

Section 8 HOMEWORK

Homework is an effective tool for promoting learning and fostering retention. Depending on the child's teacher and his or her grade level, your student will have varying degrees of homework. Homework can include, but is not limited to the following tasks.

- Drill and Practice: In its simplest form, homework enables children to practice skills in order to master and retain learning. Drill and practice assignments may be generated by the classroom teacher. Some examples include: math worksheets, flash cards, vocabulary words, and spelling assignments.
- Daily Home Study: The purpose of daily home study is to help students develop consistent study habits and to link parents to the learning environment. The practice of basic skills provides a foundation for more complex tasks. Some examples include: parent/child reading, 15-30 minutes of independent reading, math facts, and writing (diary, letters, journals, etc.).
- Extension: These are usually long-range assignments that require students to integrate many skills in the process of completing a final product. Examples include: book reports, research projects, speech preparation, art projects, and author study.

The amount of homework may vary depending upon the student's ability to work efficiently during independent work times. If your child is consistently spending excessive amounts of time completing homework each night, please contact your child's teacher to discuss the situation.

Arlington Elementary believes that teachers, parents, and students all share in the responsibility of homework. Below are descriptions of each stakeholder's responsibilities.

Teacher Responsibility:

1. Decide what is appropriate and how often.
2. Assign work that meets the individual needs of the student.

Parent Responsibility:

1. Provide a proper time and environment for study.
2. Be involved and give support and encouragement to your child.
3. Contact teacher or school if you are experiencing homework frustrations.

Student Responsibility:

1. Take the homework home.
2. Complete the homework.
3. Return it on time.

Accountability:

The consequences of not completing homework may include staying in at recess or missing a special classroom activity time. The most serious consequence is lost learning.

Extended Absences/Vacation Homework Expectations

In order to prepare homework assignments, teachers should be notified ahead of time of upcoming extended absences. Parents should give teachers at least five school days to prepare assignments. Teachers will then prepare assignments accordingly to the amount of time absent.

Section 9 CURRICULUM FIELD TRIPS

Curriculum related excursions outside the school building are provided to enhance the academic programs of the school. Parents will be given advance notice of these outings, an itinerary of the planned trip, and a permission slip to sign and return to the school. Attendance at these field trips holds the same expectation as attendance at school. Students may not be kept back from curriculum related field trips except for reasons of extreme behavior. Withholding students from a curriculum related field trip must be cleared with teacher, parent, and building principal.

Section 10 NON-CURRICULUM RELATED FIELD TRIPS/CELEBRATIONS

Non-curriculum related excursions from school grounds will be kept to a minimum. On such occasion when an opportunity is presented, students may be withheld due to lack of responsibility in the areas of academics, behavior, etc. The decision to exclude a student from such an activity will be cleared with teacher, parent, and building principal.

ARTICLE 6 - SUPPORT SERVICES

Section 1 SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students

who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public-school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Arlington Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Arlington Public Schools District Offices.

Section 2 SPECIAL SERVICE PROGRAMS

Title I

Students who have difficulties in this area, according to federal guidelines, are entitled to special help. On a regular basis they meet with a certified teacher who offers assistance in the subject where difficulties occur. Please refer to Article 10, Section 9 for detailed information regarding the Title I Parent Involvement Policy.

Student Assistance Team

Students who are experiencing difficulties regarding behavior, academics, or social skills can be referred to this team consisting of teachers, parents, the counselor, and the staff member making the referral. The team then develops strategies to help the student be more successful. These strategies include classroom procedures, tutoring, referral to the counselor, or a recommendation for testing by the school psychologist. The team then monitors the student's progress on a regular basis.

Section 504

This portion of the Rehabilitation Act of 1973 provides an avenue for parents and students to seek assistance for disabilities which do not fall under other categories. The school is responsible for meeting the needs of all students and if a parent feels this is not being done, the parent can ask for a 504 review. The disability may be behavioral, physical, or academic and the problem is handled by staff in the regular educational setting.

Accommodation Plans

Students who do not meet the qualifications to receive special education services or services under Section 504 may be placed on an Accommodation Plan. This plan is an agreement between parents and school personnel to provide necessary accommodations to regular curriculum to meet the needs of the student.

High Ability Learners

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet one of the following criteria to be identified as a learner with high ability. Students are identified by the Identification Committee made up of teachers, administrators, and counselors. Students must meet 2 out of the 4 following criteria to be considered as a High Ability Learner.

1. Scores of 179 or higher on the NSCAS assessment.
2. Scores in the 93% on the Measure of Academic Progress (MAP) standardized test
3. Scores of 120 or higher on the Cognitive Ability Test
4. Teacher referral

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the district administration shall make available to parents or guardians of identified learners with high ability, information about how their child has been identified.

Preschool

Arlington Public Schools provides a preschool program for children with verified disabilities that live within the attendance zone of Arlington Public Schools. The class consists of students verified with disabilities as well as students that are selected to serve as peer models. Peer model enrollment is limited based on the number of students verified with disabilities. Families that wish to have their students enrolled as peer models must apply for enrollment into the preschool program. A parent meeting is held two weeks prior to applications being available. A description of the program is given and questions are answered for parents interested in filling out an application. Preschool applications are for families who live in the Arlington Public School district.

Students eligible for kindergarten according to the Nebraska Law are not eligible to participate in the Preschool Program.

Tuition each year is determined upon the needs of the program. Tuition is due the first of each month, with the exception of the August payment. The August and September payments are both due by September 1st. If a family is two or more month's delinquent on their account, your child's preschool opportunities can be revoked. Please note that monthly invoices will not be provided.

The preschool program consists of two sessions (morning and afternoon). Children the age of 4 that wish to serve as peer model will be given preference. Peer models are picked based upon a random drawing in a grouping of 4-year-olds first, and 3-year-olds, second. If any 3-year-olds are in the program for 1 year and parents wish to have them enrolled for the following year, their position is automatically renewed.

Section 3 GUIDANCE SERVICES

The Arlington Public Schools employs guidance counselor(s) for the purpose of implementing and facilitating a comprehensive guidance program as directed by the state of Nebraska which includes; assisting with the district's testing program, scheduling, and student data exploration. Weekly guidance lessons support the socio-emotional needs of the student body. The guidance program also allows for students to discuss problems as well as resolve conflicts. If a child wishes to see a counselor, he or she may stop by the counselor's office and make arrangements for an appointment.

Section 4 HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

For additional information regarding medication administration refer to Arlington Public Schools Policy 6910.

School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and ninth grade are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

Immunizations

Immunizations against the following diseases are required for every child:

- measles
- mumps
- rubella
- Varicella (Chicken Pox)
- poliomyelitis
- diphtheria
- pertussis
- tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more.

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and a DTP or equivalent given on or after the fourth birthday:

- kindergarten or beginning grade
- seventh grade
- all out-of-state transfer students to any grade

Any 2–5-year-olds enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine,
- 3 doses of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
 - *Hib not required after child reaches 5 yrs. of age
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
 - *Pneumococcal not required after child reaches 5 yrs. of age

Students must show proof of immunization upon enrollment in Arlington Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student has been restricted from activities, written notice will be required before they may begin to participate in activities.

Pregnant and Parenting Students

Arlington Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework on-line, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Section 5 PARENT WEB ACCESS

Authorized parents and/or guardians have access to various items of their child's school records via the web. Some of the available items are: attendance records, discipline/behavior records, assignments, report card grades, student class schedule, student progress and transcripts. Each school within a district will have the ability to determine what is displayed for their school, both modules and fields. Only modules available for that school will display.

Users will create an id and password the first time that they go to the website. A single user id may have access to multiple children or a single child. There may be multiple users with access to the same child.

To log in to the Parent Web as an authorized user or to apply for authorization, follow the steps below:

1. Open your browser.
2. At the address line, type www.apseagles.org
3. Go to Parent Information.
4. Click on PowerSchool Login.

For users that already have a User ID and Password setup with the district, follow the steps below: Enter your User ID.
Enter your Password.
Click Sign In.

If you do not have a User ID and Password, follow the steps below:

Click on the Create Account tab, fill in the application and submit the form. Our District Code is GKBM. Please read the instructions for submitting.

ARTICLE 7 – DRUGS, ALCOHOL, AND TOBACCO

Section 1 DRUG-FREE SCHOOLS

The district implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the district is hereby provided a copy of the standards of conduct for student behavior in the district which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the district to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

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

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

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

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

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

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

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

1. Possession of any controlled substance, possession of which is prohibited by law.

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

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

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

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

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

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

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

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

Authorized Use:

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

Disciplinary Sanctions:

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

Intervention:

The Arlington Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol

is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

ARTICLE 8 - STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 CORE BELIEFS FOR STUDENT DISCIPLINE

Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the even we operate in ways that appear to be inconsistent with these core beliefs.

Core Beliefs of the Arlington Elementary School

The following list of core beliefs outlines for the professional actions and attitudes of all staff members in this school:

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- We believe that it is best if a student does most of the thinking.

Section 2 STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Arlington Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Arlington Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ARLINGTON PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part I: Forms of School Discipline

SANCTIONS

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Arlington Public Schools. Actions taken include, but are not limited to, the following:

- OFFICE DETENTIONS: Detentions must be served on the day that they are given or they may begin on the following day if transportation needs to be arranged (this includes the bus students.) Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by the 3:35 bell and leave the building upon dismissal. Students who have not reported by the bell will not be admitted and treated as if they skipped their detention. **Detentions run from 3:35 - 4:15. Students must bring something to study or to read.** No talking, eating, or sleeping is allowed in detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.
- IN-SCHOOL SUSPENSION: Students so placed are in affect being given another opportunity to succeed in school. They will work on regular school assignments in a designated area from 8:05 a.m. until 3:30 p.m.
- AFTER HOURS SESSION: After Hours Sessions are slots of time outside of the school day (evenings and/or Saturday mornings) assigned to students. The typical After Hour Session will last three hours or more. This is an alternative to in-school suspension and short-term out-of-school suspension. In these sessions students may be required to complete an instructional segment. When this is completed, they may work on activities related to academic classes.

If all schoolwork is completed students will be allowed to read “appropriate” books (DEAR books). Magazines will not be allowed unless they are being used to support research for academic projects. Students must come prepared with enough work to fill the assigned time. All of the rules of in-school suspension apply. Students who fail to report on the assigned date and at the assigned time will receive two days out of school suspension.

- ACTIVITY SUSPENSION: A student may be denied participation in or attendance at school sponsored activities for a period of time.
- LOSS OF PRIVILEGES: A student may be denied access to a privilege previously granted them such as computer usage, parking lot usage, pass privileges, lunch room privileges, and others.
- SHORT-TERM SUSPENSION - A suspension for any portion of a school day up to and not exceeding FIVE consecutive school days. Students will have the opportunity to complete work missed while suspended.
- LONG-TERM SUSPENSION - A suspension that exceed five school days but less than twenty school days.
- EXCLUSION - any student may be excluded from school under the following circumstances: if the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community; if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- EXPULSION - A denial from attendance in all schools for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
- MANDATORY REASSIGNMENT - The involuntary transfer of a student to another school in connection with any disciplinary action.

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the principal. A notice will be given to the student and the parents/guardian when the principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal. A notice will be given to the student and the parents/guardian when the principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the principal or another school representative assigned by the principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student

may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part II: Student Conduct

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the

influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes: any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Section 3 **GENERAL STANDARDS OF BEHAVIOR**

- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.
1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g., cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing and accessories must not promote racial, violent, or socially offensive images, symbols, or language.
 - h. Clothing or jewelry that is gang related.
 - i. Students must wear shoes.
 - j. Visible body piercing (other than ears), body art, or body alterations that are disruptive to the learning environment or pose a safety risk.

Consideration will be made for students who wear special clothing as required by tribal or religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office.

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

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

2. Academic Integrity

- (a) Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- (b) Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (iv) Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor. Use of artificial intelligence to write papers or portions of papers is prohibited and considered cheating as well. A specific example of this would be the use of ChatGPT or similar service to write a paper.
 - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially rewritten by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (4) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (5) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (b)

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- (c) Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Harassment and Bullying:

- (a) Policy Statement: It is the policy of Arlington Public Schools that “bullying” type behavior is not to be permitted. **Bullying** will be defined as the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying can take the form of physical, verbal, emotional, sexual, or racial.
- (b) Cyberbullying: **Cyberbullying** is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use instant messages, text messages, e-mail, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.
- (c) Responding to Bullying Behavior: These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).
 - (1) Step One: The first-time school personnel become aware of a possible harassment or bullying situation; the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under

the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (2) Step Two: The second time school personnel become aware of a harassment incident; the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (3) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (4) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

(d) Harassment and Bullying Program--Levels:

- (1) Purpose: All students have the right to attend Arlington Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

All forms of bullying will be treated in a way to protect the victim and to provide a safe and secure environment in which to learn. The bullying program has been created to separate bullies from victims. Although the bullying program is set up with this purpose, bullying situations are all unique so variances of this program will match the specific needs of the individual situation.

(a) Level I: The guidelines for a Level I placement are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus. This will allow all other students to leave the school grounds in safety.

(b) Level II: The guidelines for this level are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus.
- The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

(c) Level III: This is a long-term assignment. The guidelines are listed below.

- All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

4. Electronic Devices

- a. Philosophy and Purpose. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
 - (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
 - (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the

school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) **Penalties for Prohibited Use of Electronic Devices:** Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

(4) **Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. **Responsibility for Electronic Devices.** Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The district is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- 5. **Assault and Fighting:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption to the educational process. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting and may be expelled for assault (except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense).
- 6. **Trespassing:** Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

7. Tobacco: Possession or use of tobacco, tobacco products, **E-cigarettes**, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities. (For more details, see article 7)
 - 1st offense- 2 day in school suspension
 - 2nd offense-2 day out of school suspension
 - 3rd offense-5 day out of school suspension with possible recommendation for expulsion
 8. Alcohol/Drugs: Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting, substances and/or drug paraphernalia
 - 1st offense-5-10 day out of school suspension
 - 2nd offense and additional offenses-10 day out of school suspension to expulsion
 - Type of drug, intention to distribute, and other factors will determine severity of disciplinary action. Any drug offense could result in expulsion. (For more details, see Article 7)
 9. Theft: The school does not take responsibility for items stolen or lost at school. Do not bring valuables to school. Theft of school property or another student's property will result in suspension.
 10. Bus/Van Transportation: Riding school transportation, including bus, van, or automobile will be considered an extension of the school day; therefore, all rules governing student conduct will apply to students riding school transportation. The driver is a school official and has the authority to control students. Students are expected to be respectful of the rules that are established by the drivers and to be courteous and cooperative passengers. Violation of transportation rules result in loss of the riding privileges and/or school consequences. Absolutely no eating or drinking on the bus unless previously approved by the driver. Repeated violation of school bus/van rules will lead to loss of bus privileges.
 11. Substitute Teacher: Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may **double** consequences when negative behavior occurs with a substitute teacher.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified, and detentions or further action may be taken.
 3. 3rd Offense: Student will be considered to be insubordinate for failure to follow administrative directive. Actions may include detentions and/or suspensions.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.
 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

STUDENT CONDUCT RULES ON SCHOOL BUS:

Students are expected to discipline themselves and comply with the instructions of the bus operator. The bus driver will be in full charge of the bus and the passengers. Disturbances that might distract the driver can endanger the safety of the passengers; therefore, misconduct on buses will not be tolerated and can result in loss of riding privileges. Please call school office with questions or concerns:

Elementary: (402) 478-4121 MS/HS: (402) 478-4171 District: (402) 478-4173

RULES OF CONDUCT

Riding the bus/van is a privilege not a right. The following are standard district-wide regulations to be enforced on all vehicles.

1. Students should always be at the bus stop at least 5 minutes before the bus is scheduled to be there. Students should remain well back from the roadway (or pick-up point) while awaiting the arrival of the bus and not move to board the bus until it is stopped and the door opens.
2. Students will be picked up or dropped off at designated stops unless prior arrangements have been made with parents/guardians.
3. No extra rider without authorization or prior approval.
4. Student will enter and exit the bus in an orderly fashion and go directly to a seat.
5. Students should remain seated, not standing or leaning over the seat in front of or behind them.
6. Students will keep their hands, arms and heads inside of the bus. Bus driver approval is required for operation of windows. In addition, legs and arms should be kept within the seating area – not in the aisle.
7. Students should assist in keeping the bus clean and sanitary on the inside. Use trash cans in the front and back of the buses for trash.
8. Bus riders are expected to be courteous and obedient toward the bus driver and other school employees.
9. Throwing any object while on the vehicle is prohibited.
10. Smoking and/or the use of any tobacco product and possession of alcoholic beverages or drugs in a student transportation vehicle is prohibited at all times.
11. Students must be respectful of bus property and the property of other passengers.
12. Hitting, shoving, fighting, etc. are prohibited.
13. Students should not eat or drink on the bus/van. Individual drivers may waive this regulation for particular situations.
14. Students should adhere to the seating chart given them by the driver.

Section 4 REPORTING STUDENT LAW VIOLATIONS

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the district's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.

- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Section 5 DUE PROCESS PROCEDURES

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or assistant Principal.
 - b. The penalties to which the student may be subjected and the penalty which the principal, or his or her designee has recommended in the charge.
 - c. A statement explaining the student's right to a hearing upon request on the specified charges.
 - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - f. A form or a request for hearing to be signed by such parties and delivered to the principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arlington Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

ARTICLE 9 - EXTRA-CURRICULAR ACTIVITIES - RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 EXTRA-CURRICULAR PROGRAMS

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

Section 2 ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The district's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the district requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play.

Warning for Participants and Parents

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

Section 3 ACTIVITY CODE OF CONDUCT

This activity code of conduct is supplemental to the Arlington Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities

judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Arlington Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, E-Cigs, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the Arlington Public Schools' buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.

19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and Alcohol Violations:

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products, **E – Cigarettes**, or look-alike tobacco products.

- First offense: Two-week suspension from participating in all co-curricular activities, events, and/or contests. This can be reduced to a one-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Second offense: Five-week suspension from participation in all co-curricular activities, events, and/or contests. This can be reduced to a three-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Third offense: Suspension from participating in all co-curricular activities, events, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

- First Offense:
 - Section 1.* Five-week suspension from participating in all co-curricular activities, events, and/or contests.
 - Section 2.* Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.
- ***Self-Report (1st Offense Only)***: Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

- Second Offense: A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year**.

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension, which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days.

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Arlington Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of

documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

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

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the entire day, is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Attendance, for the three periods prior to practice time, is required to be eligible to practice that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance. Sleeping in will not be considered an extenuating circumstance, nor will going home ill and then returning for practice that day.
5. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Equipment:

Each participant at Arlington Junior/Senior High School is responsible for all equipment issued to him/her. He/she is to make sure all equipment is secured at school or at home. The participant will pay either replacement cost or a cost determined by the coach and/or sponsor and the activities director if he/she should lose or damage school equipment.

Activity Absences:

Any time a participant will miss part or all of his/her classes due to an "activity absence" they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

Scholar Athlete Awards:

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester, in which their sport is in season, will be honored as a scholar athlete.

School Dances:

Our dances are sponsored for the benefit of Arlington students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Prom is only for juniors and seniors unless they invite a freshman or sophomore as their date. Out-of-school dates MUST be accompanied by an Arlington student and must be at least a ninth grader. All out-of-school dates must be signed up in the office on the last school day before the dance and must be approved by the administration. **No guests over the age of 20 will be admitted.** Any student leaving the dance for any reason before the dance is over will not be readmitted. No student will be allowed to enter the dance after ½ hour after dance start time without prior approval.

Prohibited Substances:

Alcoholic beverages, illegal drugs, E- Cigs and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.

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

Section 4 "TEAM SELECTION" AND "PLAYING TIME"

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 5 STUDENT FEES POLICY

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the district's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The district does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the district's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The district's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The district does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for clothing required for specified courses and activities

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

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

to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

3. Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the district. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the district, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student.

4. Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the district's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the district's fee waiver policy (Section 12); however, the district is not required to provide for the use of a particular type of musical instrument for any student.

5. Extracurricular Activities-Specialized equipment or attire

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

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

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

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

6. Extracurricular Activities-Fees for participation

The district does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

7. Post-secondary education costs

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

8. Transportation costs

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

9. Copies of student files or records

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

10. Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the district, except to the extent such services are required to be provided without cost.

11. Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

12. Breakfast and lunch programs

Students shall be responsible for items which students purchase from the district's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the district or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

13. Waiver Policy

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 or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

14. Distribution of Policy

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

15. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund, shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

The Arlington school board holds a yearly public hearing at June meeting of the school board to discuss the proposed student fee policy. Such public hearing followed review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the upcoming school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Appendix "1" to 2017-2018 Student Fees Policy of Arlington Public Schools

Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (Reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.

ARTICLE 10 - STATE AND FEDERAL PROGRAMS

Section 1 NOTICE OF NONDISCRIMINATION

In accordance with the Nebraska Equal Opportunity in Education Act, Neb. Rev. Stat. § 79-2,115 to § 79-2,124 Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Arlington Public Schools, and all others who interact with Arlington Public Schools are hereby notified that the Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N 9th, Arlington, NE 68002, (402) 478-4171.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
Behavioral Health	Behavioral health point of contact	School counselor

Section 3 ANTI-DISCRIMINATION & HARASSMENT POLICY

Elimination of Discrimination

The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students

Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Arlington Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Arlington Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 5 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The district forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, which its annual notification of rights under FERPA.]

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers, or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The district designates the Washington County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state, or local law, (2) maintaining the physical security and safety of the schools in the district, and (3) maintaining safe and drug free schools

Section 6 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The Every Student Succeeds Act requires Arlington Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Arlington Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Arlington Public Schools will comply with any such request.

Section 7 NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Arlington Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which the State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, [Insert Name of School] will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 STUDENT PRIVACY PROTECTION POLICY

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The district's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United

States Department of Education or a third party (a group or person other than the district) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the district will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the district will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The district will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for

the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the district at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service: The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the district shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Section 9 PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Arlington Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Arlington Public Schools’ policy to foster and facilitate, to the extent

appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act. Arlington Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Arlington Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of [Insert Name of School] that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The district intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the district may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the district.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents

and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the district shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 TRANSPORTATION NOTIFICATION

Parents or guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in state law 79-611 in situations where the distance from the residence to the schoolhouse exceeds three miles. Please contact the district office for additional information.

Section 11 HOMELESS STUDENTS POLICY

This School District will comply with the federal and state law related to homeless students and in accordance with district policy 5418

A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. **Homeless Coordinator:** The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. **Responsibilities.** The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
 - i. homeless children are identified by school personnel;
 - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
 - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;

- vi. enrollment disputes are mediated in accordance with law; and
 - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
 - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the district and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and, in a manner, consistent with the Federal Education Rights and Privacy Act.
 - g. Notice. The district shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The district may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The district shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the district shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. Placement. Placement decisions for a homeless child shall be made according to the district's determination of the child's best interests.
 - i. The placement shall be at either:
 - 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 - 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the district shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.

3. Educational Services and Stigmatization or Segregation: It is the district's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent required by law.
 - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the district but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
 - a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
 - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the district.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
 - b. . In the case of an unaccompanied youth, the district liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
 - c. The district will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
 - d. The district's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.
6. Right to Appeal.
 - a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the district after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
 - b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Section 12 MULTICULTURAL POLICY

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Asian Americans, Hispanic Americans, European Americans, and Native Americans with special emphasis on human relations and sensitivity toward all races.

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

- an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races;
- the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to be implemented as follows:

- Multicultural education shall be included in goals established for educational programs;
- Multicultural education shall be included in the district curriculum guides, frameworks, or standards;
- The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races;
- Staff development shall be provided on the district's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the district and program goals;
- Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: 1) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Section 13 BREAKFAST AND LUNCH PROGRAMS

SCHOOL LUNCH

The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced-price meals to eligible children in the schools under its jurisdiction.

A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming year. Families who have school lunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner.

Meal Charge 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 up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.
- 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.

APS agrees in the operation of child nutrition programs, that in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited 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, 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

This institution is an equal opportunity provider.

Dear Parents,

Welcome to Arlington Elementary School. The faculty and staff are excited about the opening of the upcoming school year and the opportunities that are available for all students.

This handbook is designed to inform students and parents about the academic program, activities and student services available at this school. It also includes information about the building procedures and student conduct rules that are important in contributing to a positive building climate.

Please review this handbook with your son or daughter. We advise that you review the material presented in this handbook to familiarize yourself with the operation of the school. At the bottom of this page, you will find a release form. It is requested that the following form be jointly signed (by each Arlington Elementary attending student and parent/guardian) and returned to the Elementary Office by Friday, September 1, 2017. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

I am looking forward to a productive school year; please don't hesitate to call me at the elementary office (478-4121) with any comments or concerns.

Sincerely,
Jacqueline Morgan
Elementary Principal

HANDBOOK RECEIPT

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: "Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

I have read a copy of the Arlington Elementary School Student/Guardian Handbook as provided in this handout or via the school website.

_____ Parent/Guardian Signature		_____ Date	
_____ Student Signature	_____ Grade	_____ Student Signature	_____ Grade
_____ Student Signature	_____ Grade	_____ Student Signature	_____ Grade

ACTIVITY/DISPLAY RELEASE

It is requested that the following form be signed by a parent/guardian and returned by the student to the elementary office as soon as possible. This form provides the following releases: 1) The student to attend and be transported to any school sponsored activity and/or event for which they are participating. Examples may include but are not limited to field trips, performances, competitions, or sporting events. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations. 2) The student(s) picture to be used in campus and district publications. This includes such things as sports posters, District Report Card, Web page, etc.... 3) The students' school work. This includes Art work, classroom work, etc.... I hereby release my son/daughter to attend and be transported to school sponsored activities and/or events, and for their picture/schoolwork to be displayed.

_____ Parent/Guardian Signature		_____ Student being released	
	_____ Date		_____ Grade
_____ Student being released	_____ Grade	_____ Student being released	_____ Grade

APPENDIX A

PET REQUEST FORM FOR SHOW AND TELL ACTIVITIES

PARENT/STUDENT INFORMATION

Name of Student: _____ Grade _____ Class Teacher _____

Name of Parent/Guardian _____

Address _____
(Street) (City) (Zip)

Home Phone Number _____ Work Phone Number _____

PET INFORMATION

Type of Pet (Dog, Cat, Bird, etc.) _____ Name of Pet _____

If the Pet is a Dog, Identify the Breed _____

Name of the individual responsible for bringing the pet to school _____

PARENT CONSENT/LIABILITY

This document must be completed and signed by the parent/guardian of any student 1 week prior to permission being granted to bring a pet to school for show and tell activities. It is the responsibility of the individual signing this form to assure school district officials that the pet identified above has (1) been properly vaccinated as required by law (2) parent/guardian assumes full responsibility for any person or property damage which might result from action taken by the above-named pet during its visit to the school.

Signature of Parent/Guardian

Date

Signature of Building Principal

Date/Time approved for Pet's Visit

If the visit is denied, the parent will be contacted by the principal by writing or by telephone.

ARLINGTON MIDDLE SCHOOL HIGH SCHOOL STUDENT/GUARDIAN

HANDBOOK

2024-2025

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”



2024-2025 PARENT-STUDENT HANDBOOK GRADES 7-12

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Foreword

Section 1 INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Arlington Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Chase Kratochvil, President	Chase.kratochvil@apseagles.org
Cassie Flesner, Vice President	Cassie.flesner@apseagles.org
Shanon Willmott	Shanon.willmott@apseagles.org
Brian Laaker	Brian.laaker@apseagles.org
Jason Arp	Jason.arp@apseagles.org
Matt O’Daniel	Matt.odaniel@apseagles.org

Section 3 ADMINISTRATIVE STAFF

Name	Position
Dr. Dawn Lewis	Superintendent
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director
Jacqueline Morgan	Elementary Principal
Sarah Sharp	SPED Director
Tashia Wolf	Curriculum Director

Section 4 TEACHERS AND COUNSELORS STAFF

Name	Department
Kali Agler	Agriculture
Erin Schaapveld	Art
Maddie Pawoll	Art
Jacob Haight	Business/Computer
Shawna Koger	Business/Computers
Scott Parson	Computers/Multimedia
Doug Hart	Family and Consumer Science
Eric Daigle	Industrial Technology
Allison Mastny	Instrumental Music
Gavin Larson	JAG
Cailyn Ross	Language Arts
Paige Talacko	Language Arts
Troy Schlueter	Language Arts
Janelle Lorsch	Language Arts
Kristy Rollins	Library/Media Specialist
Michaela Curran	Mathematics
Shawna Tierney	Mathematics
Blaine Hilgenkamp	Mathematics
Dawn Klein	Mathematics/HAL
Luke Hoelsing	Physical Education
Jake Polk	Physical Education
Holly Toft	School Counselor
Jeff Kment	Science
Nichole Kern	Science
Cassandra Rolland	Science
Helen Regier	Social Studies
Jeff Hallstrom	Social Studies
Kyle Buckingham	Social Studies
Anna Combs	Spanish
Connor Eureka	Special Education

Sara Detjens	Special Education
Kaisha Hilgenkamp	Speech Pathologist
Dan Larson	Technology Coordinator
Barina Buresh-Crosland	Vocal Music
Gabrielle Morin	Vocal Music

Section 5 SUPPORT STAFF

Name	Position
Sara O'Connell	Administrative Assistant
Shelly Miller	Administrative Assistant
Lawrence Reed	Maintenance Director
Claudia Escamilla Najera	Custodian
Amada Najera Jurado	Custodian
Randy Meier	Custodian
Silvia Arias	Custodian
Ana Axulen Natareno	Custodian
Zoila Alvarado Mejia	Custodian
Julie French	Food Service Manager
Adrienne Larsen	Food Service
Jeni Marrero	Food Service
Karen Toebben	Food Service
Lorena Adams	Food Service
Lori Opfer	Food Service
Mary Hunter	Food Service
Shirley Holck	Nurse
Jeana Hernes	Paraprofessional
April Lucas	Paraprofessional
Braden Rump	Paraprofessional
Jennifer Arp	Business Manager

Section 6

SCHOOL CALENDAR

ARLINGTON PUBLIC SCHOOLS

2024-2025 CALENDAR

Aug 7- New Teacher Orientation
 Aug 8-9, 12- Staff Inservice
 Aug 13-First Student Day (Early dismissal)

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3- Holiday Break
 Jan 6-Staff Inservice
 Jan 7-Students Return
 Jan 20-Staff Inservice, No School

Sept 2-Labor Day
 Sept 16-Staff Inservice

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 12-13- Parent Teacher Conferences
 Feb 14- No School

Oct 15-End Q1 (44 days)
 Oct 23-24-Parent Teacher Conferences
 Oct 25- Fall Break

OCTOBER 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 12- End Q3 (45 days)
 March 13-14- Spring Break

Nov 27-29- Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 18, 21- Easter Break

Dec 19-20-Finals (Early Dismissal)
 Dec 20-End Q2 (44 days)
 Dec 23-31- Holiday Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 8: AHS Track Invite (Early Dismissal)
 May 9: Teacher Workday, No School (JH Track Invite)
 May 14: Seniors Last Day
 May 18-Graduation
 May 20-21-Finals* (Early Dismissal)
 May 21-23-Last Day of School*
 End Q4 (46 days)

Semester 1:
 88 Student Days
 93 Staff Days

No School Days
 Parent Teacher Conferences
 Last Days-Early Dismissal
 Staff Inservice/Work Days
 "First" Student Days

*Actual last day determined by annual weather cancellations

Semester 2:
 90 Student Days
 93 Staff Days

Article 1 – Philosophy, Goals, Objectives

Section 1 MISSION STATEMENT

The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.

Section 2 BELIEF STATEMENT AND GOALS

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures is essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the

schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide service to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Section 3 MUTUAL RESPECT

Arlington 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.

Section 4 MULTICULTURAL EDUCATION

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Section 5 COMPLAINT PROCEDURES

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

1. Complaint procedure:
 - Step 1. Have a scheduled conference with the staff person and the **student involved** in the complaint.
 - Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
 - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
 - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.
2. Conditions Applicable to All Levels of Complaint Procedure:

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

Article 2 – School Day

Section 1 **DAILY SCHEDULE**

GENERAL SCHOOL INFORMATION

SCHOOL DAY:

Arlington High School is on a nine-period day. Students are not to be in the building before 7:30 a.m. unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:05.

Friday Schedule

Due to teacher collaboration time school will start at 8:40 am on Friday mornings for the duration of the school year. In the event of finals or early outs, the PLC schedule will be adjusted.

Schedules

HS/MS Bell Schedule

Normal Schedule		Friday PLC	
1	8:05-8:52		
2	8:55-9:42	1	9:00-9:38
3	9:45-10:32	2	9:41-10:19
4	10:35-11:22	3	10:22-11:00
5/TA	11:25-11:40	4	11:03-11:40
6/Lunch	11:40-1:00	6	11:40-1:00
7	1:03-1:50	7	1:03-1:50
8	1:53-2:40	8	1:53-2:40
9	2:43-3:30	9	2:43-3:30

HS Lunch	11:40 – 12:10	MS 6th Per	11:43 -- 12:30
HS 6th Per	12:13 -- 1:00	MS Lunch	12:30 – 1:00

FINAL TESTING SCHEDULE SEMESTER ONE

(BOTH SEMESTER TESTING DAYS ARE 1:30P.M. DISMISSALS)

Day one

Period 1	8:05-9:15
Period 2	9:18-10:28
Advisor Break	10:31-11:01
Period 3	11:04-12:14
Period 4	12:17-1:30

Day two

Period 6	8:05-9:15
Period 7	9:18-10:28
Advisor Break	10:31-11:01
Period 8	11:04-12:14
Period 9	12:17-1:30

FINAL TESTING SCHEDULE SEMESTER TWO

Day one

Period 6	8:05-9:15
Period 7	9:18-10:28
Advisor Break	10:31-11:01
Period 8	11:04-12:14
Period 9	12:17-1:30

Day two

Period 1	8:05-9:15
Period 2	9:18-10:28
Advisor Break	10:31-11:01
Period 3	11:04-12:14
Period 4	12:17-1:20
Period 9	1:23-1:30

REMINDER: Students will be released at 1:20 pm on the last day of second semester finals to their TA's in order to turn in their sign out sheet.

Section 2 SEVERE WEATHER AND SCHOOL CANCELLATIONS

SCHOOL CLOSING INFORMATION

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio on KFAB and KHUB. Parents will also receive a phone message from Eagle Alert indicating a late start or school closing.

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. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

SEVERE WEATHER

Arlington Public Schools follows Standard Response Protocol. Staff and students are trained and practice these protocols during the school year.

Section 3 PLANNERS

STUDENT PLANNERS

All students will be given (free of charge) a student planner that contains the most referenced items of the Arlington Junior/Senior High Student/Guardian Handbook. This planner will also be the means by which students will be given passes. Students are not to tear pages out of the planner nor are they to remove the cover. If a student loses or defaces their planner there will be a \$5.00 charge to purchase a replacement planner.

PASS PRIVILEGES

Students must possess an appropriate planner to obtain a pass. Students are limited to **three passes** a day. They need to organize and plan appropriately. Access to computer labs (when available) may only be obtained with a pre-signed pass.

Section 4 CLOSED CAMPUS

CLOSED CAMPUS POLICY

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival**. Students must check out through office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

Section 5 SCHOOL GUIDELINES

STUDENT VEHICLES AND PARKING LOT

All vehicles driven to school should be parked in designated student areas. Student parking is designated as the lot south of the high school building and across by the football field. Cars which are inappropriately parked are subject to warnings, fines, and loss of privileges. All state and local traffic regulations should be observed on school property. Careless or reckless driving will be reported to the County Sheriff and can result in fines and/or court action as well as suspension from school. Parking guidelines apply to all school events including: after school practices, meetings, contests, etc.

Students should not loiter in the parking lot. The school parking lots and grounds are to be used only when school and/or school activities/events are taking place. Students are to observe all posted signs and should understand that failure to observe these signs could result in tickets and/or fines.

FOOD AND DRINK

Drinks and snacks will not be allowed in classrooms, computer labs etc..., with exception to water. Food and liquids will however be allowed in the hallways. If food and drink become a problem at any point during the school year they may be banned from lockers as well.

STUDY HALL GUIDELINES

The purpose of study halls is to provide time for students to complete their assigned class work. Students must bring enough material to work on for the entire period. Students may not talk without permission. Sleeping is not allowed. Students must have a pre-signed pass to go to available computer labs or to check out to see a teacher. Students in study hall who are on the ineligible list will be restricted from going to the library unless they have a pre-signed pass from a teacher. Study hall supervisors will not write passes for students on the ineligible list under any circumstances except to see the school nurse (they must go through the office first). Personal electronic devices including cell phones may not be used in study hall unless teacher permission is given.

FIRE DRILLS

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms.

Article 3 - Use of Building, Grounds and Equipment

Section 1 ENTERING AND LEAVING THE BUILDING

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. unless they are in an activity and are sponsored by a staff member. Students are to stay in the hall and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to sign in at the high school office.

End of School: Our regular school day ends at 3:30 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:35 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 2 IDENTIFICATION BADGES

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Visitors will not be allowed to go to lunch with or go to classes with an Arlington student.

Section 3 SMOKE-FREE ENVIRONMENT

Arlington Public Schools declares all of our school's buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free, tobacco-free, and vape free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free, tobacco-free, and vape free and abide by our District's policy.

Section 4 CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost/Ruined Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 5 LOCKERS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other

students except as assigned by school officials. We recommend that the locker be kept locked with the combination lock provided and that your combination remain confidential. There is no way to assure no one but you get into your locker if you give others your combination. An unlocked locker or one that has lost its confidentiality is not secure and items may be stolen with no recourse available. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Students are not allowed to attach items to the exterior of the lockers without prior permission from a teacher or administrator.

Section 6 SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 7 VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

Section 8 USE OF TELEPHONE

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a courtesy phone available for student use. The courtesy phone is NOT to be used during class time. **Use of the phone is not an excuse to be tardy to class.**

Section 9 BICYCLES

Bicycles must be parked in the racks provided at the elementary building. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 STUDENT VALUABLES

Arlington Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items will be disposed of periodically if they go unclaimed.

Section 12 ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 13 LABORATORY SAFETY GLASSES

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 INSURANCE

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 15 BULLETINS AND ANNOUNCEMENTS

Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces without approval from the administration. Place posters on marble, glass, metal, brick and wood. **The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.**

Daily Announcements will be available each morning.

Section 16 COPYRIGHT AND FAIR USE POLICY

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 17 MEDIA CENTER

The High School Media Center is open from 7:45 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Books are checked out for 21 days, magazines and reference materials are checked out for 1 day. Fines for overdue materials will be assessed at the rate of 5¢ per day with a maximum of \$2.00 per item. Students may negotiate overdue fines with the Library Media Specialist. Lost books or magazines will be assessed at the replacement cost of the material and are non-negotiable. Students must have passes to enter or leave the media center. General regulations are available upon request.

Section 18 TECHNOLOGY/COMPUTER USAGE

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes. Multiple copies of material should be done at provided copy machines at student expense. Students will be charged for printed material (\$.10/page) that does not meet these specifications.

Section 19 INTERNET SAFETY POLICY

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Section 20 RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 21 COMPUTER ACCEPTABLE USE POLICY

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes,

meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following is a non-exhaustive list of unacceptable uses of technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - 4. to engage in or promote violations of student conduct rules.
 - 5. to engage in illegal activity, such as gambling.
 - 6. in a manner contrary to copyright laws.
 - 7. in a manner contrary to software licenses.
- 5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- 6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

- 7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
- 8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may

be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512
(2017).

Article 4 – Attendance

Section 1 ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. There is more on this in Article 2 of this publication.

ATTENDANCE PROCEDURES

School is a full-time job; therefore, students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be a goal of every student.

Cooperation between the school officials and parents is critical in insuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. State law requires that students not miss more than 20 days each year (10 days per semester is a guide), which we strictly follow.

REPORTING OF ABSENCES

The school keeps period attendance. Arrival at school between 8:05am and 8:20 am shall be considered a tardy. Arrivals after 8:20 will count as an absence. An absence for any portion of a period may count as a full period absence. To constitute an excused absence a parent/guardian should call the office at 478-4171 before 9:00 a.m. on the day of the absence. Students are still limited to ten days per semester regardless if they are excused or not. Individual students that exceed 10 absences per semester will be placed in the ACRP program and reported to the Washington County Attorney for excessive absenteeism. **Additionally, students with exceed 10 absences in a semester may be required to appear before an attendance review board in order to retain credit or determine additional educational opportunities.** Guardians are expected to call each day that the student is absent from school unless other arrangements have been made with the secretary. Failure to follow these guidelines could result in the student being considered unexcused/truant.

All absences except those incurred for school-sponsored activities shall count towards the ten-day limit per semester. It is the responsibility of the guardian and /or student to keep track of their total absences and to know whether or not they are in danger of losing credit. The school will attempt to provide assistance by sending absentee notices to guardians at certain intervals during the year.

LOSS OF CREDIT

A student who **exceeds** ten absences and/or two unexcused absences from any class in a semester will be placed in the attendance credit recovery program to make up time lost. Students who do not complete their assigned ACRP time **will be required to go before the attendance review board and may lose credit for individual courses.** During the appeal students must address **all** absences. At the conclusion of the hearing process, the attendance committee will evaluate the situation. The student and parent, or legal guardian must be in attendance at the attendance hearing. In the event of an appeal, a physician's statement will be required to determine the validity of absences due to illness. Special circumstances are usually thought of as unplanned circumstances such as family disruption/death, etc.

LATE ARRIVALS/EARLY DISMISSALS

Any time a student arrives late to school or leaves prior to regular dismissal time, he/she must report to the office to sign in/out and ensure that his/her guardian has contacted the office.

SCHOOL SPONSORED ABSENCES

Students who are going to miss class for school-sponsored field trips or activities (band, vocal, and athletics) must contact instructors prior to the activity and follow their directives.

Section 2 ATTENDANCE CREDIT RECOVERY PROGRAM

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. Absences will include but not be limited to excused and unexcused. Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday-Thursday from 3:30 – 4:15 pm. Designated GRIP and ACRP time will take precedence over extra—curricular events. If a student is assigned to GRIP or ACRP, they will be eligible to attend extra—curricular activities following their assigned time.

DISCIPLINARY ABSENCE

To receive credit for work missed due to a disciplinary suspension, the student is responsible for requesting assignments for make-up work and completing the make-up work on his/her own initiative, and on his or her own time either before or after school, by the due date. The teacher based on the content being studied and the length of student absence will determine the date when make-up work is due.

Section 3 ATTENDANCE AND ABSENCES

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes

need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Arlington Public Schools or resides in the Arlington Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or

- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than ten (10) absences per semester. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 4 TARDINESS

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Students are considered tardy if they arrive after 8:05 a.m. and prior to 8:20 a.m. **Arriving after 8:20 a.m. will result in an absence rather than a tardy.**

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

TARDY POLICY

Students tardy to any class three times or more during the semester will be subject to the following consequences:

*The individual classroom teacher will handle tardies one and two as per their guidelines.

*For every subsequent tardy the student will be given an office referral. The following action will be taken in the office:

1st office referral 1 Detention

2nd and subsequent office referrals.....Action deemed necessary by the administration, which could include, but is not limited to: detentions, after school sessions, suspensions, reassignment, escorted to class, and/or being dropped from the class with a failing mark.

Section 5 LEAVING SCHOOL

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

Section 6 ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES

Students must attend school for a normal school day prior to participating in an activity. This includes sports contests, dances, or any other co-curricular activities. Failure to attend on that day will result in a student being withheld from participation in the activity. A student must also be in attendance the three (3) periods prior to any practice in order to participate in the practice. The principal or activities director retains the right to grant participation should exceptional circumstances prevail.

Section 7 MAKE-UP WORK

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined

by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences such as hospitalization or other prolonged illnesses. No assignment sheets will be sent out until after at least three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher. Refer to Section 3 “Attendance and Absences” for more detail.

Article 5 - Scholastic Achievement and Student Recognition

Section 1 GRADUATION REQUIREMENTS

A graduate must earn a minimum of **260** credit hours in order to be eligible to graduate from Arlington High School. The following courses must be successfully completed.

Language Arts – 45 credit hours

English 9	10
English 10	10
English 11	10
Beginning Speech	5
English 12	10

Social Studies – 35 credit hours

World Geography	10
World History	10
American History-20 th Century	10
American Government	5

Mathematics – 30 credit hours

Algebra I*	10
Geometry	10
Math Elective	10

* Students who passed Algebra I as an 8th grader will meet the 30 credit hour requirement with additional math electives.

Science – 30 credit hours

Physical Science	10
Biology	10
Science Elective	10

Practical Arts – 20 credit hours

Information Technology I	5
Information Technology II	5
Personal Finance/Economics	5
Remaining credits can be obtained from Business, and/or Consumer/Family Science, and/or Industrial Education, and/or additional computer classes.	5

Physical Education – 20 credit hours

Physical Education I/Health	10
P.E. Electives	10

Fine Arts – 10 credit hours

*These credits can be earned in the areas of Instrumental (10), Vocal Music (10), Art (10) or a combination of Art (5) and Music (5)

Electives – 70 credit hours

Additional academic and vocational courses must be taken to complete the required number of credit hours for graduation.

All seniors must complete all course work required for graduation prior to the commencement ceremonies in the spring in order to participate in those ceremonies. The counseling staff will communicate with parents on a regular basis regarding their son or daughter's progress toward completing requirements for graduation.

Exceptions to the above requirements may be made for students with disabilities upon the approval of the high school principal and the superintendent. Each student must be scheduled into a minimum of seven courses each semester. Graduation requirements and class schedules for any student who transfers into Arlington High School during his/her high school years shall be determined by the superintendent, high school principal, and counselor. Graduation requirements of the school of origin as well as the requirements of Arlington High School shall be taken in to consideration. No outside agency shall have the authority to grant credits applicable to graduation requirements for Arlington High School unless approved by the administration.

Section 2 GRADING SYSTEM

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in Arlington High School are as follows:

All classes except the *Identified Classes will use a seven (7) point grading scale. The *Identified Classes will use a ten (10) point scale. Notice that the pluses will receive higher mark points. The **only** difference between normal classes and *Identified Classes is the seven (7) point and ten (10) point scale.

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.00	A+
97-95	96-93	4.00	A
94-93	92-90	3.67	A-
92-90	89- 87	3.33	B+
89-87	86-83	3.00	B
86-85	82-80	2.67	B-
84-82	79-77	2.33	C+
81-79	76-73	2.00	C
78-77	72-70	1.67	C-
76-74	69-67	1.33	D+
73-72	66-63	1.00	D
71-70	62-60	0.67	D-
69 Below	59 below	.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Macroeconomics, Information Technology III, Business Law, Wealth Building/ Personal Finance SOCIAL SCIENCE: Honors US History, SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II. FOREIGN LANGUAGE: Spanish III and Spanish IV (Students taking college level courses that exceed our offerings may be granted status as 'identified' and/or receive A+ status when an A is awarded with administrative approval.)

The preceding grade scales are expected to be used according to the following guidelines:

1. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
2. Grades and credit are assigned on a **mid-semester** (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred

to as **1st mid-semester**, first semester, **2nd mid-semester**, and second semester. The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

3. All mid-quarter grades are calculated on a cumulative basis **per semester**; i.e., the grade given at any point and time represents an evaluation of work done during that **semester**, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

Section 3 CUMULATIVE GPA

The cumulative grade point average is used in determining class rank and honor roll and is extremely important to students when they become seniors and begin making applications for jobs and higher education. The method for determining this is as follows.

The total number of credits attempted divided by the total number of mark points gives their grade point average. As they proceed through their career this accumulates at the end of each semester. Only semester grades are recorded in the students' records and only semester grades count toward his/her graduation and cumulative grade point average. Grade point average is used to determine salutatorian and valedictorian positions. This is done at the mid-semester point of the second semester and is calculated out to thousandths.

Section 4 ACADEMIC ELIGIBILITY

All students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is determined on a weekly basis. A student's eligibility will be determined by their cumulative progress at the given time in the semester. Dances are considered co-curricular.

Students placed in the GRIP or ACRP programs will not be eligible for extracurricular events until the completion of their required homework, or time.

Students (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned 20 semester hours of school work for the immediate preceding semester." In addition, all students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is reported on a weekly basis. Following are the academic eligibility guidelines:

1. A student who is reported failing one class will have a one-week probationary period to revise the course grade to a passing mark. If after the one-week probationary period the student is still failing the class, he/she will be ruled ineligible for participation in all extracurricular activities. The suspension period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes.
2. A student who is reported failing two or more classes will be immediately ruled academically ineligible for participation in all co-curricular activities. The eligibility period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes.
3. Teachers who submit names to the ineligibility list will be responsible for initially contacting parents about the student's status.

Parents and staff should work together to develop a plan for student improvement.

*Note: A student ruled academically ineligible will be allowed to practice during the suspension period. Ineligible students will not be excused from classes to attend an activity held during the school day.

Section 5 PROGRESS REPORTS

Report cards are issued every nine weeks. These always reflect the students' cumulative grade at that time. Progress reports are made available for each student at approximately the first quarter and third quarter through each year.

Section 6 PROMOTION, RETENTION

The professional staff at Arlington Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 7 SCHEDULE CHANGES

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

Section 8 INTERIM REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 9 REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incomplete grades shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incomplete grades will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 10 PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held during each semester. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 11 STUDENT RECOGNITION

Part 1

HONOR ROLL

Those students who have achieved a grade average of 3.75 or above achieve Honor Roll with Distinction. Honor Roll is composed of those students who have achieved a grade average of 3.5 or above. Those students who have achieved a grade average of 3.0 or above receive Honorable Mention. (Students may not have any grade lower than a "C" to be considered for any honor roll distinction.)

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

- i) Students who earn a GPA of 3.75, or above will be recognized as students with DISTINCTION.
- ii) Students who earn a GPA of at least 3.5 will be classified as students with HONOR.
- iii) All class grades are figured the same for honor roll status.
- iv) Honor roll lists are published in the Arlington Citizen and Fremont Tribune each quarter.

Part 2

ACADEMIC RECOGNITION

The students will be given an academic award by the principal's office for achieving three, five, and seven semesters on the Honor Roll and/or the Honor Roll with Distinction. These awards will be given at Honors Night. Those middle school students that are on the Honor Roll or Honor Roll with Distinction for both mid semesters and first semester will receive recognition during the Middle School Awards Ceremony.

Part 3

PERFECT ATTENDANCE

Those students that are absent four or less periods over the course of the school year will be awarded 'Perfect Attendance.' These students are recognized at the Middle School Awards Ceremony or Honors Night.

Section 12 NEBRASKA STATE ASSESSMENT REQUIREMENTS

All students' grades 7-8 will be required to take the Nebraska State Assessment tests, NSCAS. Required tests currently include math, reading, and science.

Incoming ninth grade students who fail to meet the required state proficiency levels on any Nebraska state assessment may be remediated in the individual courses they are not proficient in. Remediation may include remedial courses in either summer skills or during the regular semester. Middle school students may be remediated during their scheduled learning lab. Please note; the additional course could possibly cause conflict in scheduling electives or study halls.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

Article 6 - Support Services

Section 1 SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district:

1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Arlington Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Arlington Public Schools District Offices.

Section 2 GUIDANCE SERVICES

The Arlington Public Schools employs guidance counselor(s) for the purpose of implementing and facilitating a comprehensive guidance program as directed by the state of Nebraska which includes; assisting with the district's testing program, scheduling, and vocational exploration. The guidance program also allows for students to discuss problems as well as resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 3 HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

Immunizations

Summary of the School Immunization Rules and Regulations For 2024-2025 School Year

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

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

Students must show proof of immunization upon enrollment in Arlington Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Arlington Public Schools for the first time, you may obtain this document from the

Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse.

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student is unable to participate in an activity class, he or she will be restricted from active participation in athletic, dance squad or cheerleader practices. Coaches will be informed by the classroom teacher of any temporary restriction on activity.

Abortion Notification Law

In 1991, the Nebraska Legislature passed a bill that may impact you if you are under the age of 18. If you get pregnant, you will not be able to get an abortion without having your parents notified. In the event that you do not wish to have your parents notified, you may appear before a judge and explain why you do not feel your parents should be notified.

Guidelines for Pregnant and Parenting Students

Arlington Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout

the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework on-line, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Section 4 ADVISOR/ADVISEE PROGRAMS

Students in seventh through twelfth grades will participate in an advisor/advisee program. Each student will be assigned to a faculty member to be part of a group made up of 7-8 graders and 9-12 graders. The activities of the advisory group may include but not be limited to the following:

1. Orientation to school procedures and organization of academic materials, class preparation and time.
2. Advocacy for the student with other staff members and students.
3. A means of representation on student council and internal communication system.
4. Delivery of designated curriculum.
5. Implementation of the student academic monitoring program.

Section 5 PARENT WEB ACCESS

Authorized parents and/or guardians have access to various items of their child's school records via the web. Some of the available items are: attendance records, discipline/behavior records, assignments, report card grades, student class schedule, student progress and transcripts. Each school within a district will have the ability to determine what is displayed for their school, both modules and fields. Only modules available for that school will display.

Users will create an id and password the first time that they go to the website. A single user id may have access to multiple children or a single child. There may be multiple users with access to the same child.

To log in to the Parent Web as an authorized user or to apply for authorization, follow the steps below:

1. Open your browser.
2. At the address line, type www.apseagles.org
3. Go to Parent Information.
4. Click on PowerSchool Login.

For users that already have a User ID and Password setup with the district, follow the steps below: Enter your **User ID**.
Enter your **Password**.
Click **Sign In**.

If you **do not** have a User ID and Password, follow the steps below:

Click on the **Create Account** tab, fill in the application and submit the form. Our **District Code** is GKBM. Please read the instructions for submitting.

Section 6 ADDITIONAL ACADEMIC RESOURCES

Grade Recovery Intervention Program (GRIP)

The purpose of the GRIP program is to provide extended learning time for students who are failing or near failing. Therefore, when a student has a D or an F, they may be placed in the GRIP program to assist in finishing any incomplete work. The GRIP program is designed to provide an additional learning environment outside of the normal academic day, with the availability of an individual instructor. Students will be placed in GRIP only when it is seen as helping them academically. Students will not be placed in the GRIP program as a punitive action. Once students have completed the required schoolwork, they will be excused from GRIP.

Individual students that remain on the ineligible list and are failing **two or more** classes may be placed in the Lunch GRIP program. Students that continue to struggle academically may also be placed in after hours for additional assistance.

The Attendance Credit Recovery Program (ACRP)

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday – Thursday from 3:30 – 4:15 pm. Designated GRIP and ACRP time will take precedence over extra-curricular events. GRIP time may also be provided over the lunch period. If a student

is assigned to GRIP or ACRP, they will be excused to attend extra – curricular activities at the completion of their assigned time.

Skipping assigned GRIP or ACRP time will result in the following punitive action being taken.

First offense	Detention
Second offense	Two detentions
Third offense	After hours
Fourth offense	Two after hours
Fifth offense	Up to and including suspension

GRIP / ACRP will be required at the completion of the punitive action. Further absences from either program will result in additional consequences up to expulsion.

GRIP / ACRP Rules

1. Show up on time
2. No Food or Drink
3. Come prepared
4. No Talking

EAGLE SUCCESS PROGRAM

Middle School students are required to complete all homework. Students and parents should make certain that homework is completed at home. When students are unable to complete homework at home, they will be provided time to complete their homework at school by using the Eagle Success Program.

Teachers will refer students to a Lunch ESP. When students are assigned lunch ESP, the student will report directly to the lunch ESP room and will begin work immediately. Students will be provided a lunch. Homework will be completed during lunch. If a student does not complete the homework during lunch for two consecutive days, the student may be given an after school ESP to complete the homework. The student will stay until the homework is completed or until the supervisor sends them home.

Article 7 – Drugs, Alcohol, and Tobacco

Section 1 DRUG-FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

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

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

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

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

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

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

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

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

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

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

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

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

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

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

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

Authorized Use:

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

Disciplinary Sanctions:

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

Intervention:

The Arlington Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1 STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Arlington Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Arlington Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ARLINGTON PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part 1 - Forms of School Discipline

SANCTIONS

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Arlington Public Schools. Actions taken include, but are not limited to, the following:

A. **OFFICE DETENTIONS:** Detentions must be served on the day that they are given or they may begin on the following day if transportation needs to be arranged (this includes the bus students.) Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by the 3:35 bell and leave the building upon dismissal. Students who have not reported by the bell will not be admitted and treated as if they skipped their detention. **Detentions run from 3:30 - 4:15. Students must bring something to study or to read.** No talking, eating, or sleeping is allowed in detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.

B. **IN-SCHOOL SUSPENSION:** Students so placed are in affect being given another opportunity to succeed in school. They will work on regular school assignments in a designated area from 8:05 a.m. until 4:15 p.m.

C. **AFTER HOURS SESSION:** After Hours Sessions are slots of time outside of the school day (evenings and/or Saturday mornings) assigned to students. The typical After Hour Session will last three hours or more. This is an alternative to in-school suspension and short-term out-of-school suspension. In these sessions students may be required to complete an instructional segment. When this is completed they may work on activities related to academic classes. If all schoolwork is completed students will be allowed to read "appropriate" books (DEAR books). Magazines will not be allowed unless they are being used to support research for academic projects. Students must come prepared with enough work to fill the assigned time. All of the rules of in-school suspension apply. Students who fail to report on the assigned date and at the assigned time will receive two days out of school suspension.

D. **ACTIVITY SUSPENSION:** A student may be denied participation in or attendance at school sponsored activities for a period of time.

E. **LOSS OF PRIVILEGES:** A student may be denied access to a privilege previously granted them such as computer usage, parking lot usage, pass privileges, lunch room privileges, and others.

F. **SHORT-TERM SUSPENSION** - A suspension for any portion of a school day up to and not exceeding FIVE consecutive school days. Students will have the opportunity to complete work missed while suspended.

G. **LONG-TERM SUSPENSION** - A suspension that exceeds five school days but less than twenty school days.

H. **EXCLUSION** - any student may be excluded from school under the following circumstances: if the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community; if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

I. **EXPULSION** - A denial from attendance in all schools for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

J. **MANDATORY REASSIGNMENT** - The involuntary transfer of a student to another school in connection with any disciplinary action.

Part 2 - Authority of School Personnel

Authorized Actions by Administrators and Teachers.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, *but need not be limited to*, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. [Ref. § 79-258]

Part 3 - Attendance as Related to Discipline

Compliance with Other State and Federal Laws.

If a student is suspended, expelled, or excluded from school or from any educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under any compulsory school attendance statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education Act and the requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq. [Ref. § 79-259]

1. Emergency Exclusion.

A. Grounds. Any student may be excluded from school in the following circumstances:

1. Disease. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community. [Ref. § 79-264(1)(a).]

2. Conduct. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. [Ref. § 79-264(1)(b).]

B. Duration and Procedures.

1. Generally. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described immediately above. [Ref. § 79-264(2)]

2. Exclusion for Five Days or Less. The same procedures for short-term suspension also apply to emergency exclusion if such exclusion is for five days or less. [Ref. § 79-264(1) & (3)]

3. Exclusion Over Five Days. If the superintendent or his/her designee determines that the exclusion will extend beyond five days, the following procedural provisions must be used: [Ref. § 79-264(3)]

a. Hearing/Final Determination. The school board must adopt a procedure for a hearing to be held and a final determination made within ten (10) school days after the initial date of exclusion. [Ref. § 79-264(3)]

b. Procedural Compliance.

The procedure adopted by the school board must substantially comply with the disciplinary actions which require due process [*i.e., long-term suspension, expulsion and reassignment*] and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period. [Ref. § 79-264(3)]

2. Short-Term Suspension:

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the

charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

3. Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

4. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred **(a)** within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, **or (b)** within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, **or (c)** unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

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

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law. Alternative Education- Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the principal or another student representative assigned by the principal, and a representative of the community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with the law.

d. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young

people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

5. Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures.

A. Failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products, (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable

belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify the one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions: (a). Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent. (b). The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function. (c). A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function. (d). The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline.

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Section 2 **GENERAL STANDARDS FOR BEHAVIOR**

Student Appearance:

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, etc.) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so

as to be revealing or drag on the ground.

- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g., cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references, contains inappropriate double meanings, or carries lewd, indecent, or vulgar meanings, messages, or images.
- g. Clothing and accessories must not promote racial, violent, or socially offensive images, symbols, or language
- h. Clothing or jewelry that is gang related.
- i. Students must wear shoes.
- j. Visible body piercing, body art, or body alterations that are disruptive to the learning environment, or pose a safety issue.

Consideration will be made for students who wear special clothing as required by tribal or religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal’s office.

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

On the first offense of the dress code the student will be asked to change the offensive clothing or turn it inside out. If this is not possible, they will be asked to call home for new clothing. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Harassment and Bullying Policy:

It is the policy of Arlington Public Schools that bullying type behavior is not to be permitted. **Bullying** will be defined as the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying can take the form of physical, verbal, emotional, sexual, or racial.

Cyberbullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use social media, instant messages, text messages, e-mail, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.

These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student.

If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Arlington Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

All forms of bullying will be treated in a way to protect the victim and to provide a safe and secure environment in which to learn. The bullying program has been created to separate bullies from victims. Although the bullying program is set up with this purpose, bullying situations are all unique so variances of this program will match the specific needs of the individual situation.

Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

Inappropriate Public Displays of Affection (IPDA):

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. As a minimal standard, students will face the following consequences for IPDA (elevated consequences for indecent IPDA):

1st Offense: Student will be addressed and directed to cease

2nd Offense: Student will be addressed, directed to cease, parents will be notified, and detentions or further action may be taken.

3rd Offense: Student will be considered to be insubordinate for failure to follow administrative directive. Actions may include detentions and/or suspensions.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Electronic devices:

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.

b. Definitions.

- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording or live streaming others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded or live streamed, other than recording or live streaming persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
 - (i) **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device
 - (iv) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (v) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device
- (3) Penalties for Prohibited Use of Electronic Devices: Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then

follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Dating Violence:

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

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

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

Academic Integrity:

- a. **Policy Statement:** Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:

(2) “Cheating”

Means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) **Tests** (includes tests, quizzes and other examinations or academic performances):

(1) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if

the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor. Use of artificial intelligence to write papers or portions of papers is prohibited and considered cheating as well. A specific example of this would be the use of ChatGPT or similar service to write a paper.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially rewritten by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers, use of artificial intelligence to write your paper, or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

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

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the

student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension, or expulsion or removal from class with loss of credit and/or a failing grade. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Forgery:

The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action.

Computers:

Student direct or indirect use of district computers, which results in offensive, personal or commercial messages or damage to, misuse of, or interference with computer programs or computer stored information belonging to the district or to other students, may result in loss or computer privileges and/or disciplinary action.

Assault and Fighting:

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption to the educational process. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting and may be expelled for assault (except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense).

Trespassing:

Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

Tobacco:

Possession or use of tobacco, tobacco products, electronic smoking devices with nicotine oil, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities. (for more details, see article 7)

1st offense- minimum 2 day out of school suspension

2nd offense and additional offenses-minimum 3 day out of school suspension up to and including expulsion

Alcohol/Drugs:

Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances, and/or drug paraphernalia

1st offense-minimum 5-10 day out of school suspension up to and including expulsion

2nd offense and additional offenses-minimum 10 day out of school suspension up to and including expulsion

Type of drug, intention to distribute, and other factors will determine severity of disciplinary action. **ANY DRUG OFFENSE COULD RESULT IN EXPULSION.** (for more details, see Article 7)

Theft:

The school does not take responsibility for stolen or lost items. Do not bring valuables to school. Theft of school property or another individual's property may result in disciplinary action, including suspension.

Bus/Van Transportation:

Riding school transportation, including bus, van, or automobile will be considered an extension of the school day; therefore, all rules governing student conduct will apply to students riding school transportation. The driver is a school official and has the authority to control students. Students are expected to be respectful of the rules that are established by the drivers and to be courteous and cooperative passengers. Violation of transportation rules result in loss of the riding privileges and/or school consequences. Absolutely no eating or drinking on the bus unless previously approved by the driver. Repeated violation of school bus/van rules will lead to loss of bus privileges.

The following are rules for conduct regarding transportation services:

STUDENT CONDUCT RULES ON SCHOOL BUS:

Students are expected to discipline themselves and comply with the instructions of the bus operator. The bus driver will be in full charge of the bus and the passengers. Disturbances that might distract the driver can endanger the safety of the passengers; therefore, misconduct on buses will not be tolerated and can result in loss of riding privileges. Please call the school office with questions or concerns:

Elementary: (402) 478-4121 MS/HS: (402) 478-4171 District: (402) 478-4173

RULES OF CONDUCT

Riding the bus/van is a privilege not a right. The following are standard district-wide regulations to be enforced on all vehicles.

1. Students should always be at the bus stop at least 5 minutes before the bus is scheduled to be there. Students should remain well back from the roadway (or pick-up point) while awaiting the arrival of the bus and not move to board the bus until it is stopped and the door opens.
2. Students will be picked up or dropped off at designated stops unless prior arrangements have been made with parents/guardians.
3. No extra rider without authorization or prior approval.
4. Student will enter and exit the bus in an orderly fashion and go directly to a seat.
5. Students should remain seated, not standing or leaning over the seat in front of or behind them.
6. Students will keep their hands, arms and heads inside of the bus. Bus driver approval is required for operation of windows. In addition, legs and arms should be kept within the seating area – not in the aisle.
7. Students should assist in keeping the bus clean and sanitary on the inside. Use trash cans in the front and back of the buses for trash.
8. Bus riders are expected to be courteous and obedient toward the bus driver and other school employees.
9. Throwing any object while on the vehicle is prohibited.
10. Smoking and/or the use of any tobacco product and possession of alcoholic beverages or drugs in a student transportation vehicle is prohibited at all times.
11. Students must be respectful of bus property and the property of other passengers.
12. Hitting, shoving, fighting, etc. are prohibited.
13. Students should not eat or drink on the bus/van. Individual drivers may waive this regulation for particular situations.
14. Students should adhere to the seating chart given by the driver.

Substitute Teacher:

Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may **double** consequences when negative behavior occurs with a substitute teacher.

Locker Room:

Students may not enter locker rooms unless he/she has PE that period. If a student needs to get into the locker room, a staff member must escort him/her. Students are not to be in the locker room before or after school

without supervision. Students are responsible for their own possessions. All items are to be locked in the lockers. Periodically, locker rooms will be cleared out and material left out on the floor will be discarded.

Specific Rule Items:

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, etc... are allowed in the school building and classrooms by teacher and/or administrative approval only. The pop machine is closed until after school and pop is to be consumed outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

Section 3 REPORTING STUDENT LAW VIOLATIONS

Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Section 4 DUE PROCESS PROCEDURES

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative

representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arlington Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 EXTRA-CURRICULAR PROGRAMS

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

Section 2 ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. In compliance with the Nebraska concussion law LB782/AM2057, return to learn protocol will be utilized for students who have sustained a concussion and return to school.

Warning for Participants and Parents

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

Section 3 ACTIVITY CODE OF CONDUCT

This activity code of conduct is supplemental to the Arlington Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for

extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Arlington Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, E-Cigs, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.

14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the Arlington Public Schools' buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and Alcohol Violations:

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products, electronic smoking devices with nicotine oil, or look-alike tobacco products.

First offense: Two-week suspension from participating in all co-curricular activities, events, and/or contests. This can be reduced to a one-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Second offense: Five-week suspension from participation in all co-curricular activities, events, and/or contests. This can be reduced to a three-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Third offense: Suspension from participating in all co-curricular activities, events, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting

substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

First Offense:

Situation 1: Five-week suspension from participating in all co-curricular activities, events, and/or contests.

Situation 2: Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.

Self-Report (1st Offense Only): Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

Second Offense:

A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension, which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days.

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Arlington Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular

activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.

4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

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

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the entire day, is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Attendance, for the three periods prior to practice time, is required to be eligible to practice that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance. Sleeping in will not be considered an extenuating circumstance, nor will going home ill and then returning for practice that day.
5. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Equipment:

Each participant at Arlington Junior/Senior High School is responsible for all equipment issued to him/her. He/she is to make sure all equipment is secured at school or at home. The participant will pay either replacement cost or a cost determined by the coach and/or sponsor and the activities director if he/she should lose or damage school equipment.

Activity Absences:

Any time a participant will miss part or all of his/her classes due to an "activity absence" they are responsible for meeting

with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

Scholar Athlete Awards:

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester, in which their sport is in season, will be honored as a scholar athlete.

School Dances:

Our dances are sponsored for the benefit of Arlington students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Prom is only for juniors and seniors unless they invite a freshman or sophomore as their date. Out-of-school dates MUST be accompanied by an Arlington student and must be at least a ninth grader. All out-of-school dates must be signed up in the office on the last school day before the dance and must be approved by the administration.

No guests over the age of 20 will be admitted. Any student leaving the dance for any reason before the dance is over will not be readmitted. No student will be allowed to enter the dance after ½ hour after dance start time without prior approval. Students must be academically eligible to attend school dances.

Prohibited Substances:

Alcoholic beverages, illegal drugs, electronic smoking devices, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.

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

Section 4 "TEAM SELECTION" AND "PLAYING TIME"

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

School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

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

Section 5 ACADEMIC GRADE STANDARD FOR ACTIVITIES PARTICIPATION

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all courses.
2. Ability requirements shall not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; and,
 - (B) Activities or events which are a part of the student's grade requirements, **unless an alternate assignment that holds the same weight can be assigned.**

Section 6 **STUDENT FEES POLICY**

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for clothing required for specified courses and activities

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

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

(2) Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 6, Number 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 6, Number 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities-Specialized equipment or attire

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

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

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

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

(5) Extracurricular Activities-Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

(6) Post-secondary education costs

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

(7) Transportation costs

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

(8) Copies of student files or records

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

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

(9) Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy

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 or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(13) Distribution of Policy

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

(14) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund, shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

The Arlington school board holds a yearly public hearing of the school board to discuss the proposed student fee policy. Such public hearing followed review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the upcoming school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

**Appendix "1" to 2024-2025 Student Fees Policy of
Arlington Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.

¹ This listing is a part of the 2024-2025 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2024-2025 school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. Art Supplies	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. \$15.00
Art 7 and Art 8		

Adv. Art Classes	Art Supplies	\$20.00
Basic Tech	Materials for Projects	\$25.00
8 th Grade Exp. Tech	Materials for Projects	\$25.00
Beg. Metals	Toolbox Kit	\$30.00
Adv. Metals	Metal	Provide metal needed for two (2) instructor approved projects.
Small Engines	Parts (optional)	Parts supplied for personal interest projects.
Woods I	Wood and other materials	Cost based on individual student designed projects (4). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$150.00.
Woods II	Wood and other materials	Cost based on individual student designed projects (2). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$500.00.
Family & Consumer Science Classes	Food and sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$10.00
7 th Grade	Sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$12.50.
8 th Grade	Sewing supplies	
Foods I and Foods II	Consumed food supplies	\$20.00
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. White tennis shoes, socks, and black shorts. \$120.00 maximum.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.

Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
College Now - Metro	Tuition and fees for college courses taken for credit.	Any postsecondary education costs are to be paid directly by students to the college. Students are responsible for book fees.
Dual Credit-secondary education classes taught by Arlington staff.	Tuition and fees for college courses taken for credit.	Fees vary depending on the course requirements. Payments will be made prior to the start of the course.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$50-60.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class

Locker usage	Use of school locker	Student will be responsible for replacement or repair cost to damaged locker.	
Extracurricular & Athletic Programs	General Description of Fee or Material	Dollar Amount of Fee (Anticipated or Maximum) or Specific Material Required	
1. Admission	Spectator fees for admission to events	\$7.00 per event maximum. Students may purchase an Activity Ticket.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged, students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling headgear
		Baseball	Baseball Hat, Baseball Glove
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories up to \$1200.00.

4. Travel meals	Meals	Students are responsible for their own meals while traveling.
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year. Student will be responsible for replacement or repair cost to damaged locker.
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested.
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$325.00.
Clubs/Organizations		
All Organizations	State & national dues, meals and activities.	Annual dues not to exceed \$50.00 per club.
Dance Squad	Clothing/Camps	\$750.00-\$1000.00

Social & Recognition Activities 1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$50.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Article 10 - State and Federal Programs

Section 1 NOTICE OF NONDISCRIMINATION

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Arlington Public Schools, and all others who interact with Arlington Public Schools are hereby notified that the Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N 9th, Arlington, NE 68002, (402) 478-4171.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent or designee
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent or designee
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent or designee
Homeless student laws	Children who are homeless	Superintendent or designee
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent or designee
Behavioral Health	Behavioral health point of contact	School counselor

Section 3 ANTI-DISCRIMINATION & HARASSMENT POLICY

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Arlington Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Arlington Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Secondary Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported

discrimination or harassment by non-employees or others in the work place and educational environment.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Section 4 NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- 1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
- 2. Have the school district advise you of your rights under federal law.
- 3. Receive notice with respect to identification, evaluation or placement of your child.
- 4. Have your child receive a free appropriate public education.
- 5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
- 6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- 7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- 8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- 9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
- 10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
- 11. File a local grievance.

Section 5 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, which its annual notification of rights under FERPA.]

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address,

photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers, or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The district designates the Washington County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state, or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools

Section 6 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

Federal law requires Arlington Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Arlington Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Arlington Public Schools will comply with any such request.

Section 7 NOTICE TO PARENTS OF STUDENTS IN PROGRAMS RECEIVING TITLE I FUNDING

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

1. Whether the student's teacher—
 - a. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - b. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

1. the subject matter addressed;
2. the purpose for which the assessment is designed and used;
3. the source of the requirement for the assessment;

4. the amount of time students will spend taking the assessment, and the schedule for the assessment, and;
5. the time and format for disseminating results.

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

1. be involved in the education of their children; and
2. be active participants in assisting their children to –
 - a. attain English proficiency;
 - b. achieve at high levels within a well-rounded education; and
 - c. meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA. Please contact the administrative office to receive the foregoing information. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Section 8 STUDENT PRIVACY PROTECTION POLICY

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from

students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act)

If the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s), and (5) for mental health assessment the District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Arlington Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Arlington Public Schools' policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be

accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with Federal law. Arlington Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Arlington Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of [Insert Name of School] that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.

2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may

establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 TRANSPORTATION NOTIFICATION

Parents or guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in state law 79-611 in situations where the distance from the residence to the schoolhouse exceeds three miles. Please contact the district office for additional information.

Section 11 HOMELESS STUDENTS POLICY

This School District will comply with the federal and state law related to homeless students.

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;

- b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
- 5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
 - 6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

- 1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
- 2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
- 3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
 Nebraska Department of Education Rule 19
 McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
 Every Student Succeeds Act

Section 12 MULTICULTURAL POLICY

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Asian Americans, Hispanic Americans, European Americans, and Native Americans with special emphasis on human relations and sensitivity toward all races.

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

- an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races;

- the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to be implemented as follows:

- Multicultural education shall be included in goals established for educational programs;
- Multicultural education shall be included in the district curriculum guides, frameworks, or standards;
- The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races;
- Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals;
- Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: 1) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Section 13 BREAKFAST AND LUNCH PROGRAMS

SCHOOL LUNCH

The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming year. Families who have school lunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner.

Meal Charge 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 up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.

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.

APS agrees in the operation of child nutrition programs, that in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an

individual's income is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Updated February 15, 2023.

Dear Parents,

Welcome to Arlington Jr./Sr. High School. The faculty and staff are excited about the opening of the upcoming school year and the opportunities available to all students.

This handbook is designed to inform you about the academic and activities programs and the student services available at this school. In addition, it outlines the student conduct rules and procedures that are important in maintaining a positive learning climate.

At the bottom of this page, you will find a release form. It is requested that the following form be jointly signed by each Arlington student and parent/guardian and returned to the student's advisor by Friday, August 16, 2024. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

I am looking forward to a productive school year; please don't hesitate to call me at the high school office (478-4171) with any comments or concerns.

Yours in Education,

Aaron Pfingsten

Secondary Principal

HANDBOOK

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: "Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

I have read a copy of the Arlington High School Student/Guardian Handbook as provided in this handout or via the school website.

Parent/Guardian Signature

Date

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus (COVID-19) and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time. You will return any requested acknowledgement, as well.

ACTIVITY RELEASE AND PICTURE RELEASE

It is requested that the following form be signed by a parent/guardian and returned by the student to their advisor no later than Friday, August 16, 2024. This form provides the following releases:

- 1) The student(s) to attend and be transported to any school sponsored activity and/or event for which they are participating. Examples include field trips, performances, etc. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.
- 2) The student(s) picture to be used in campus and district publications. This includes such things as sports posters, District Report Card, Web page, etc...
- 3) The student(s) school work. This includes artwork, term papers etc...

I hereby release my son/daughter to attend and be transported to school sponsored activities and/or events.

Parent/Guardian Signature Date

Student being released Grade

Student being released Grade

Student being released Grade

Arlington Public Schools
Addition to Student Handbook

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Arlington Public School community understand and agree to these rules of conduct, Arlington Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

PARENT'S AGREEMENT

In order to make sure that all members of Arlington Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Arlington Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Arlington Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

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PHILOSOPHY OF THE ARLINGTON ACTIVITIES PROGRAMS

ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. Arlington Public Schools also follows the Return to Learn Protocol in LB260. In compliance with the Nebraska concussion law LB782/AM2057, return to learn protocol will be utilized for students who have sustained a concussion and return to school.

Warning for Participants and Parents

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

NON-DISCRIMINATION STATEMENT

The Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Arlington Public Schools has a policy regarding complaints concerning school personnel or the district procedures and forms.

Inquiries regarding grievance procedures or the policies of nondiscrimination may be directed to Superintendent of Schools, PO Box 580, Arlington, NE 68002 (402) 478-4173, designated coordinator for Title IX, Title VI, and Section 504).

PURPOSE

The purpose of this handbook is to identify the rules and regulations pertaining to the secondary activities

program. In following these guidelines, the activities program can function in an effective manner.

COACHES/SPONSORS

The activities program is a legitimate and bona fide part of the Arlington Public Schools educational curriculum. The experiences students have in your program will likely play a significant role in their perceptions of their school as well as their personal growth and development.

As a coach/sponsor and teacher you are the leader and role model for these students. Being involved in athletics, you are also in the public's eyes. The manner in which you present yourself and how you deal with our students are topics discussed over dinner each evening.

More than any factor, the coach/sponsor possesses the potential to establish and maintain a positive and success-oriented climate in activities. Working together, we can make Arlington's activities program one in which students want to be a part and of which we can all be proud.

HARASSMENT

Harassment of any athlete or participant by other students-athletes or coaches/sponsors will not be tolerated.

DEALING WITH AGGRESSIVE OR HOSTILE PATRONS

If confronted by an aggressive or hostile patron or other adult regarding school matters:

1. Use techniques to de-escalate the situation, attempt to resolve the conflict, set another time for discussion, etc. If unsuccessful, physically remove yourself from the situation, go to a public or secure environment.
2. If you are physically threatened and cannot call upon an administrator for assistance:
 - a. If time permits, warn the party that you will contact the police if you are not allowed to leave/the behavior does not cease.
 - b. Contact the police for assistance - CALL 911.
3. Inform your building principal immediately after the incident (if possible), but no later than the following day. You may wish to either:
 - a. Discuss/Report the incident only.
 - b. Request action by the administrator. Completion of Policy Form 1300A is required the day after the incident if action is requested (Parental Involvement Policy - Reporting Parental Involvement Considered a Hindrance).
4. Other:
 - a. Phone Calls: If you receive threatening phone calls, do not hesitate to terminate the conversation. Again, notify the principal.

GUIDELINES

The Arlington Public Schools follows and adheres to Nebraska School Activities Association rules, regulations, and guidelines.

GOALS AND RESPONSIBILITIES OF THE ARLINGTON ACTIVITIES PROGRAMS

- I. Purpose of Activities:
 - A. For the student-athlete
 - B. For the development of the student-athlete
 1. Leadership
 2. Cooperation
 3. Discipline
 4. Accountability

5. Self-improvement, which is continual
 - a. Items # 1 - 5 above
 - b. Physical skills
 6. Sportsmanship
 - a. The philosophy for sportsmanship, which is set up by the NSAA and the NSIAAA should be adhered to
 - b. Efforts should be made to make Arlington Public Schools a model school for others to follow
- II. Responsibilities of the various groups:
- A. Board - Set policy and foster these premises when questioned by constituents
 - B. Administration - Insure management of programs
 - C. Teachers - Encouragement and support of programs
 - D. Coaches - "nuts and bolts" of programs
 - E. Public - support and financing of programs
 - F. Parents
 1. Encourage and support athletes
 2. Support coaches and model this support with your student-athlete.
 3. Support the activity code and the basic principles of athletic competition
 - G. Athletes
 1. Be coachable.
 2. Have a positive attitude.
 3. Attend practice faithfully and fulfill requirements of the program.
 4. Always show good sportsmanship, win or lose.
 - H. All of the groups (Board, Administration, Teachers, Coaches, Public, Parents and Athletes) must **model** the things we want to see the student-athlete develop, i.e. # I-B, 1 through 5.
 - I. It is our job as members of the Arlington School District to see that this is done.

INDICATORS OF A QUALITY ATHLETIC PROGRAM AND DISTRICT GUIDELINES

GLOSSARY

Will - This action occurs without exception.

Should - This action occurs except in the case of extenuating circumstances, communicated in advance, by or to the head coach or appropriate personnel.

Strongly encouraged - This action is normally expected but not mandated.

1. **INDICATOR:** Committed athletes are strongly encouraged to participate in other sports, summer camps, conditioning and strength training.

DISTRICT GUIDELINES:

- a. All athletes are strongly encouraged to attend the Arlington summer camps.
- b. All athletes are strongly encouraged to participate in other sports or work out in the off season.

2. **INDICATOR:** Loyal and dedicated coaches who promote the program.

DISTRICT GUIDELINES:

- a. All coaches should attend at least one clinic per year in their sport (with a maximum of two per year per coach).
- b. All coaches should attend the scheduled AHS summer camps and team camps at their coaching levels. Advance notice will be given.
- c. All varsity coaches should share in scouting and preparation.
- d. All varsity coaches should attend all team meetings and should not miss the scheduled NSAA meetings.
- e. All varsity coaches are strongly encouraged to attend team social events.
- f. All coaches should attend staff meetings prior to going to practices.

3. **INDICATOR:** Administration, faculty, parents and community who support the program.
- DISTRICT GUIDELINES:**
- a. The administrative teams should provide the personnel and resources to carry out the goals of the program.
4. **INDICATOR:** High expectations for all members of the program that focus on being role models of successful citizens, students and athletes.
- DISTRICT GUIDELINES:**
- a. The program will have clearly stated academic goals for the athletes.
 - b. Athletes are strongly encouraged to be student leaders and be involved in other organizations.
 - c. The coaches will carry out the Board philosophy for the development of the student/athlete.
 - 1. Leadership
 - 2. Cooperation
 - 3. Discipline
 - 4. Accountability
 - 5. Self Improvement
 - d. Coaches will assist athletes in meeting academic and program goals.
 - e. Coaches will enforce the standards of the activity code.
 - g. Athletes will adhere to the school activity code and team rules.
5. **INDICATOR:** A complete strength training and conditioning program.
- DISTRICT GUIDELINES:**
- a. Athletes will be required to participate in in-season strength training programs.
 - b. Off-season athletes are strongly encouraged to participate in conditioning and strength training programs.
 - c. Coaches should supervise and/or implement the strength training program in season, off-season and during the summer.
 - d. Coaches should supervise the conditioning training.
6. **INDICATOR:** A varsity program with challenging, organized and disciplined practices, which include opportunities for game-like situations.
- DISTRICT GUIDELINES:**
- a. Coaches should carry out the practice plans designed by the head coach.
 - b. These practice plans will be given to the Activities Director on a weekly basis.
 - c. Athletes should attend all practices.
 - d. Coaches should contribute suggestions to improve practice routines.
7. **INDICATOR:** A feeder program (Junior High) tied closely to the goals of the varsity program, which focuses on fundamentals and techniques necessary for future success.
- DISTRICT GUIDELINES:**
- a. Junior high coaches should teach fundamentals under the direction of the head coach.
 - b. Team goals and expectations should be well communicated and laid out for the athletes. These goals and expectations should support those of the high school program.
 - c. Junior high coaches should communicate weekly practice objectives to the head coach.
8. **INDICATOR:** Consistent and fair application of team policies and their consequences.
- DISTRICT GUIDELINES:**
- a. Coaches will administer team rules consistently and equitably.
 - b. Coaches will model the expectations reflected in the team rules.

COACH'S JOB DESCRIPTION

I. POSITION: HEAD VARSITY COACH (Boys or Girls)

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The head varsity coach is under the direct supervision of the activities director and under the general supervision of the secondary principal.
- 2.2 The head varsity coach has authority over all participants and the season related activities.

III. JOB RESPONSIBILITIES

- 3.1 Maintain an accurate and updated list of all supplies and equipment. Within two weeks of the conclusion of the season, submit a copy of the inventory list to the activities director.
- 3.2 Properly store and secure all uniforms, equipment and supplies.
- 3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.4 Submit state forms in a timely fashion.
- 3.5 Submit all athletic requisitions on the appropriate forms to the activities director. Requisitions of supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.
- 3.6 Organize, conduct, and supervise practices throughout the season. Practice plans should be given to each coach at each practice. These plans should also be given to the activities director on a weekly basis. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. Two-a-day practices may be held during the NSAA allotted time frame in football, cross country and volleyball. After school begins, practice sessions generally shall be held immediately following the school day. For outdoor sports, request approval from the activities director to conduct practice indoors due to inclement weather. On indoor practice days, see that practice requiring any equipment (hurdles, poles, blocks, etc.) is confined to the elementary gym and inform building facilitator of such events. On such days, the high school gym may be used for running after 4:00 p.m. High school hallways are not to be used for athletic practice unless approved by the activities director. See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.
- 3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area. There must be at least one coach here to monitor athletes leaving the building after practice or leaving the building after a road trip.
- 3.8 Ride the bus to and from all varsity contests. Other travel arrangements for coaches may be made if they are reflective of Arlington Public Schools established philosophy of prudent coaching duties and have the approval of the athletic director.
- 3.9 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington High School. Head coaches are to have a team procedure to be followed during the National Anthem. High school rules are to be followed at all times.
- 3.10 Attend NSAA rules meetings for your activity.
- 3.11 Provide publicity for your team and players to the Arlington Citizen and Fremont Tribune and others in the appropriate form as provided by the activities director.
- 3.12 Attend the Awards Banquet and present the season awards.
- 3.13 Two weeks after the completion of your season's state tournament, update the Annual Report page and submit to the activities director.
- 3.14 Coaches should schedule and conduct a parents' meeting during the first week of practice to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Goal setting, practices, team goals, transportation issues, strength training and conditioning should all be discussed in detail. Coaches should contact parents/guardians and inform them of this meeting and provide information to all involved.
- 3.15 Varsity coaches should make sure that their athletes are aware of the current clearinghouse enrollment regulations for all athletes interested in attending Division I and II schools. In addition, the head coach needs to address the recruiting needs of the individual athletes; inquiring desires of athlete, filling out appropriate forms, making necessary contacts, etc.
- 3.16 Varsity coaches should *meet on a regular basis* with the coaches of development programs and make sure that fundamentals are being properly taught and to provide help and support. Developmental programs include "YMCA/YWCA" basketball and our school's junior high,

freshman and junior varsity programs.

- 3.17 Head coaches will assist in the evaluation of their assistants ~~and the head junior high coach,~~ belong to the state coaches' association and to attend school coaches' meetings. Head varsity coaches should attend at least one coaching clinic/workshop per year, and will be limited to two per year. Head coaches will be required to share information gained at clinics with their assistants and may be requested to share said information at staff meetings.
- 3.18 Head coaches should give the junior high programs clear direction in making practice plans.
- 3.19 Head coaches should be given direction from the head coach as to what they would desire from their feeder program.
- 3.20 Coaches should establish a communication system with athletes and parents and report to the athletic director in charge of their program. Channels of communication should be developed in every sport. Athletes should develop goals with their coaches, and parents need to be aware of these goals. The goals should be in writing. Coaches will establish an ongoing process of developing and reviewing individual goals, establish team and review team goals on an individual as well as a team basis.
- 3.21 Encourage participation in athletics and support the total program.
- 3.22 A weight program should be established with the assistance of the weight training coordinator. All coaches will assist in some capacity in the supervision of the weight room throughout the school year or as otherwise established. Participation in track, golf or a spring conditioning program is strongly encouraged for athletes who participate in fall or winter sports.
- 3.23 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.24 Head coaches or a designated assistant will arrange for cleanup at the conclusion of practices and meetings. This will include the locker room, weight room, training room, and classrooms used by the team. Coaches will be responsible for the cleanup of but not limited to the following items utilized by team members such as drinking cups and bottles, food items, tape, pre-wrap, note pads, clothes, balls, equipment, etc.
- 3.25 Submit a building usage schedule to the person in charge of scheduling the facility as early as possible. This includes any and all usage.
- 3.26 All coaches will attend any ~~inservices~~ ~~in-services~~ designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- 3.27 If you practice when there is nobody else in the building, make sure you turn off the lights and arm the security system.
- 3.28 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The head varsity coach will be paid according to the extra-duty pay schedule.
- 4.2 Assignment of this extra duty shall be continued, unless:
 - a. You request to be relieved of this duty and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the activities director, secondary principal, and/or the superintendent.

V. EVALUATION

- 5.1 Performance evaluation shall be conducted by the activities director. Such evaluation should be conducted within two weeks following the sport season.

- I. POSITION: **ASSISTANT COACH (Boys or Girls)**
- II. RESPONSIBILITY AND AUTHORITY
 - 2.1 The assistant coach is under the immediate supervision of the head coach and activities director and is under the general supervision of the secondary principal.
 - 2.2 The assistant coach has shared authority with the head coach over all activity players and the season related activities.
- III. JOB RESPONSIBILITIES
 - 3.1 Supervise students during practices and games at all times. This includes in the locker room, around the school building, and in the gym area.
 - 3.2 See that participants maintain acceptable standards of behavior and decorum at all times as representatives of Arlington High School. High school rules are to be followed at all times.
 - 3.3 Assist in conducting and supervising practices throughout the sport season.
 - 3.4 Complete any other tasks as assigned by the head coach.
 - 3.5 Participation in athletics needs to be encouraged, and possible participants should be contacted by coaches at all levels.
 - 3.6 When not practicing and/or playing at a time or place in conjunction with the head coach, you will assume responsibilities that parallel these of the head coach as informed by the Head Coach.
 - 3.7 All coaches will attend any ~~inservices~~in-services designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- IV. CONDITIONS OF EMPLOYMENT
 - 4.1 The assistant coach will be paid according to the extra-duty pay schedule.
 - 4.2 Assignment of this extra duty shall be continued unless:
 - a. You request to be relieved of this assignment and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the activities director, secondary principal and/or the superintendent.
- V. EVALUATION
 - 5.1 Performance evaluation shall be conducted by the activities director and discussed with the head coach. ~~head coach and discussed with the activities director.~~

I. POSITION: **HEAD JUNIOR HIGH COACH (Boys or Girls)**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The head junior high coach is under the immediate supervision of the activities/athletic director ~~head varsity coach and activities director~~ and is under the general supervision of the secondary principal.
- 2.2 The head junior high coach has authority over all junior high participants and the season related activities.

III. JOB RESPONSIBILITIES

- 3.1 Maintain an accurate and updated list of all supplies and equipment. At the conclusion of the season, submit a copy of the inventory list to the activities director.
- 3.2 Check in all equipment at the end of the season. Charge students for lost equipment. Properly store and secure all uniforms, equipment, and supplies.
- 3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.4 At the conclusion of the season, notify the head varsity coach of all supply and equipment needs for the ensuing school year.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on a weekend. Practice sessions shall be held immediately following the school day. All practices must conclude by 5:30 p.m. and the building cleared by 5:45 p.m.
- 3.6 Establish a practice schedule and clear this with the activities director for auditorium usage and the person in charge of the facility for our gyms.
- 3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area.
- 3.8 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington Junior High School. School rules are to be followed at all times.
- 3.9 Provide publicity for your team and players to the Arlington Citizen in the appropriate form as provided by the activities director.
- 3.10 Ride the bus to and from all contests.
- 3.11 At the conclusion of the season, submit a list of the participants, team record, special achievements, etc., to the activities director.
- 3.12 At the conclusion of the season, athlete evaluation forms must be administered and/or mailed.
- 3.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.14 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Coaches should contact parents/guardians to inform them of this meeting.
- 3.15 Head Junior High Coach will assist in the evaluation of his/her assistants.
- 3.16 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
- 3.17 Make sure that doors are not propped/kept open by tape, chairs, rocks, sticks, etc... If the door needs to be open for a reason, open it correctly.
- 3.18 If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that all doors are securely closed and locked.
- 3.19 As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.
- 3.20 Head coaches or a designated assistant will arrange for cleanup upon the conclusion of practices, meetings, and games. This will include the locker room, weight room, training room, and classrooms used by the team.

- 3.21 All coaches will attend any ~~inservices~~in-services designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- 3.22 Schedule practices and the facilities needed for practices.
- 3.23 Secure a key to the city auditorium for any practices that need this facility. A schedule should be completed at the beginning of the season and given to the city auditorium administrator and the activities director.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The head junior high coach will be paid according to the extra-duty pay schedule.
- 4.2 Assignment of this extra duty shall be continued unless:
 - a. You request to be relieved of this duty and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the secondary principal and/or superintendent.

V. EVALUATION

- ~~5.1~~ Performance evaluation shall be conducted by the ~~activities director, head varsity coach and discussed with the activities director.~~ activities director. Such evaluation should be conducted within two weeks after the conclusion of the sport season.

POSITION: **DRAMA SPONSOR**

I. RESPONSIBILITY AND AUTHORITY

- 2.1 The Drama Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal.
- 2.2 The Drama Sponsor has authority over all Drama Club students and related activities.

II. JOB RESPONSIBILITIES

- 2.1 Plan and organize a Drama Club for grades 7 - 12. Conduct Drama Club meetings outside the regular school day as appropriate.
- 2.2 Organize a One-Act Play Production each year. Sponsor the One-Act Play Production at Conference, District, and State Drama contests.
- 2.3 Organize workshops and attend area-related events each year.
- 2.4 Operate the concession stand as scheduled.
- 2.5 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.
- 2.6 At the end of each school year, schedule a date for the Drama/Comedy with the activities director.
- 2.7 Schedule and conduct try-outs for all students in the Drama/Comedy and One-Act Plays. Establish selection process guidelines and submit a copy to the activities director.
- 2.8 At the beginning of the school year, submit a copy of the recommended play production to the principal for approval.
- 2.9 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.
- 2.10 Maintain a solvent Drama Activity Account.
- 2.11 Present all Drama awards at the Honors Night.
- 2.12 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 2.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 2.14 Submit all state forms to the activity director in a timely fashion.
- 2.15 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 2.16 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 2.17 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 2.18 Develop and publish a Drama handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

III. CONDITIONS OF EMPLOYMENT

- 4.1 The drama sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the activities director, principal and/or the superintendent.

IV. EVALUATION

- ~~5.1~~ The drama sponsor will be evaluated each year by the principal and/or the activities director.

I. POSITION: **MUSICAL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

2.1 The Musical Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal. ~~secondary principal and is under the general supervision of the activities director.~~

2.2 The Musical Sponsor has authority over all students in the All School Musical and related activities.

III. JOB RESPONSIBILITIES

3.1 The Musical Sponsor shall be the Vocal Music Instructor.

3.2 Plan, organize, and conduct an All School Musical/Variety Show Production each school year.

3.3 Operate the concession stand as scheduled.

3.4 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.

3.5 At the end of each school year, schedule a date for the drama/comedy with the activities director.

3.6 Schedule and conduct try-outs for all students in the Spring Musical and other contests. Establish selection process guidelines and submit a copy to the activities director.

3.7 At the beginning of the school year, submit a copy of the recommended musical selection to the principal for approval.

3.8 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.

3.9 Maintain a solvent music activity account.

3.10 Present all musical/variety show awards at the Honors Night.

3.11 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.

3.12 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.

3.13 Submit all state forms to the activity director in a timely fashion.

3.14 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.

3.15 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.

3.16 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.

IV. CONDITIONS OF EMPLOYMENT

4.1 The musical sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.

4.2 Assignment of this extra duty shall continue from year to year unless:

a. You request to be relieved of this duty, and your request is approved by the Superintendent.

b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

~~5.1~~ The musical sponsor will be evaluated each year by the principal.

I. POSITION: **YEARBOOK SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The yearbook sponsor(s) is under the direct supervision of ~~the~~the activities director
and the general supervision is the secondary principal.
~~secondary principal and under the general supervision of the activities director.~~
- 2.2 The yearbook sponsor(s) has the authority over all yearbook activities.

III. JOB RESPONSIBILITIES

- 3.1 Plan, develop, and submit a budget proposal of anticipated receipts and expenditures for publishing a yearbook. Also set a fundraising schedule and budget.
- 3.2 Publish and distribute a yearbook each year.
- 3.3 Organize a yearbook staff.
- 3.4 Develop and submit specifications for the yearbook for bidding purposes.
- 3.5 Establish criteria for admitting a student into yearbook class.
- 3.6 Develop and submit periodic proofs of the yearbook to the principal for approval.
- 3.7 Arrange and schedule all pictures for the yearbook. This to include a rotational system established in conjunction with newspaper staff to take pictures at various activities.
- 3.8 Each year collect deposits for yearbooks for the ensuing year.
- 3.9 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment of the ensuing school year shall be submitted at the conclusion of the season.
- 3.10 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.11 Operate the concession stand as scheduled.
- 3.12 Develop a meeting schedule for Yearbook to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The yearbooks sponsor(s) will be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
- a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

- ~~5.4~~ The yearbook sponsor(s) will be evaluated each year by the principal and/or the activities director.

I. POSITION: **FRESHMAN CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The freshman class sponsor(s) is/are directly responsible to the activities director and the general supervision is the secondary principal. ~~secondary principal.~~
- 2.2 The freshman class sponsor(s) has/have authority over all freshman class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring freshman class attention include:
 - a. have a balance of \$2,500 in the class treasury at the end of the freshman year. This may be accomplished through assessment of dues, fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all freshman class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Freshman Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The freshman class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal and activities director.~~

I. POSITION: **SOPHOMORE CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The sophomore class sponsors are directly responsible to the activities director and the general supervision is the secondary principal. ~~secondary principal~~ and are under the general direction of the superintendent.
- 2.2 The sophomore class sponsors have authority over all sophomore class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring sophomore class attention include:
 - a. have a balance of \$4,000 in the class treasury at the end of the sophomore year. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
 - f. select class members to be servers for the Junior-Senior Prom if needed.
 - g. select and order class rings
 - i. select site and date for prom for the following year.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all sophomore class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Sophomore Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The sophomore class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~4.1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal and activities director.~~

I. POSITION: **JUNIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The junior class sponsors are directly responsible to the activities director and the general supervision is the secondary principal. ~~secondary principal~~ and are under the general direction of the superintendent.
- 2.2 The junior class sponsors have authority over all junior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring junior class attention include:
 - a. have a balance sufficient to pay for the prom. Sponsors are discouraged from spending in excess of the projected \$3,500-\$4,000 for prom. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. have a balance of \$500-800 in the class treasury at the end of the year.
 - c. organize for any approved fund raising efforts.
 - d. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - e. send cards or flowers to classmates or their families when appropriate.
 - f. organize for class participation in Homecoming activities, spirit contests, etc.
 - g. plan, organize and host the Junior-Senior Prom.
 - h. select class members to be Commencement ushers.
 - i. provide corsages and flowers for Commencement; decorate the stage for Commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all junior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Junior Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The junior class sponsors shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 2.1 ~~5.4~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal and activities director.~~

I. POSITION: **SENIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The senior class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The senior class sponsors have authority over all senior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings; see that proper parliamentary procedures are followed and that the meeting are conducted in an orderly fashion.
- 3.4 Items of business requiring senior class attention include:
 - a. selection of class colors, class flower, and motto.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. designate how surplus funds are to be dispersed.
 - e. prepare and decorate facility for commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Assist the principal with graduation-related activities:
 - a. measuring for caps and gowns
 - b. ordering announcements
 - c. assisting at Commencement practice
 - d. assisting on Commencement day
- 3.7 Be the primary supervisor for all senior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Senior Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The senior class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **CHEERLEADER SPONSORS**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The cheerleading sponsor's immediate supervisor is the activities director.
- 2.2 The cheerleading sponsor(s) has authority over cheerleaders and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a cheerleader handbook. The handbook would include a purpose, objective, practice rules, general rules and regulations, cheerleader selection criteria, etc.
- 3.2 Maintain a solvent cheerleader budget.
- 3.3 Plan and conduct Homecoming activities each year in conjunction with a varsity football game.
- 3.4 Operate the concession stand as scheduled.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.6 Sponsor and supervise all cheerleader activities, which includes fund raising, parent night, etc.
- 3.7 Supervise cheerleaders before, during, and after practices, as well as at games. A sponsor must monitor students leaving the building after a road trip.
- 3.8 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.9 Transport in school vehicles, cheerleaders to varsity away games.
- 3.11 Establish transportation needs through the activities director.
- 3.12 Organize and monitor cheerleader selections each year.
- 3.13 Attend award banquet and present seasons awards.
- 3.14 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.15 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, etc. This information should be provided to cheerleaders and parents in written form via the handbook.
- 3.16 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.17 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.18 Submit state forms to the activities director in a timely fashion.
- 3.19 Submit all activity requisitions on the appropriate ~~forms~~teforms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The cheerleader sponsor(s) shall be paid according to the negotiated agreement, paid over the twelvemonth pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.4~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **DANCE SQUAD SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The dance squad sponsor's immediate supervisor is the activities director.
- 2.2 The dance squad sponsor has authority over dance squad member and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a dance squad handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, dance squad selection criteria, etc.
- 3.2 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.3 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.
- 3.4 Be aware that on Wednesday nights some participants may have church obligations and sponsors will make allowances.
- 3.5 Organize and monitor dance squad selections each year.
- 3.6 Attend award banquet and present season awards.
- 3.7 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.8 Operate the concession stand as scheduled.
- 3.9 provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.10 Confer with students (and/or parents/guardians) who are on probation or on the D/F List in some other capacity so that improvement in academics could be realized.
- 3.11 Submit state forms to the activities director in a timely fashion.
- 3.12 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.
- 3.13 Perform at selected state playoff and championship games.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The dance squad sponsor shall be paid according to the negotiated agreement, paid over a twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **NATIONAL HONOR SOCIETY SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The National Honor Society sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal~~-secondary principal and activities director.~~
- 2.2 The NHS sponsor has authority over NHS students and NHS activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a NHS handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Schedule and conduct NHS meetings outside the regular school day as appropriate. Elect officers each year.
- 3.3 Plan and conduct NHS induction ceremonies which are usually held in conjunction with Honors Night.
- 3.4 Maintain a solvent NHS budget.
- 3.5 Sponsor all NHS activities, fund raising events, homecoming involvement, etc.
- 3.6 Assist in planning and conducting Honor Night.
- 3.7 Operate concession stand as scheduled.
- 3.8 Develop and publish a National Honor Society handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.9 Develop a meeting schedule for National Honor Society to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The NHS sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal.

~~5-1 -secondary principal and/or activities director.~~

I. POSITION: **FBLA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FBLA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor..
- 2.2 The FBLA sponsor has authority over FBLA students and FBLA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FBLA activities.
- 3.3 Sponsor the FBLA students at the FBLA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FBLA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FBLA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FBLA budget.
- 3.8 Present any awards at Honors Night and/or FBLA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.11 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FBLA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FBLA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.4~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~-secondary principal.~~

2.1

II. POSITION: **SKILLS USA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The SKILLS USA sponsor's immediate supervisor is the activities director and secondary principal is the secondary ~~advisor.~~advisor.
- 2.3 The SKILLS USA sponsor has authority over SKILLS USA students and SKILLS USA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all SKILLS USA activities.
- 3.3 Sponsor the SKILLS USA students at the SKILLS USA convention and other competition, clinics, etc.
- 3.4 Plan and conduct SKILLS USA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all SKILLS USA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FBLA budget.
- 3.8 Present any awards at Honors Night and/or SKILLS USA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.12 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for SKILLS USA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The SKILLS USA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - c. you request to be relieved of this duty, and your request is approved by the superintendent;
 - d. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 2.1 ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal.
~~secondary principal.~~

POSITION: **FFA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FFA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor.
- 2.4 The FFA sponsor has authority over FFA students and FFA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FFA activities.
- 3.3 Sponsor the FFA students at the FFA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FFA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FFA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FFA budget.
- 3.8 Present any awards at Honors Night and/or FFA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.13 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FFA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FFA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - e. you request to be relieved of this duty, and your request is approved by the superintendent;
 - f. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

~~5.4~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~-secondary principal.~~

2.1

I. POSITION: **Student Council Sponsor**

The Student Council Sponsor is responsible for assisting the officers and members of student council in planning their programs and supervising their activities. This person shall report directly to the principal or designee

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The STUCO sponsor's immediate supervisor is the activities director and secondary advisor is the secondary principal.
- 2.5 The STUCO sponsor has authority over STUCO students and STUCO activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection/election procedures, constitutional rules and regulations, etc.
- 3.2 Plan and conduct executive council meeting and student council meetings outside of the school day as appropriate.
- 3.3 Supervise at all meetings and activities before, during, and after school hours.
- 3.4 Update knowledge of association affairs at the state and local levels by attending various workshops and rallies, including the NASC state convention.
- 3.5 Attend meetings of the executive council and student council.
- 3.6 Act as an intermediary, interpreter, and general liaison between members of student council, administration, faculty, staff, and other student organizations.
- 3.7 Assist with all activities undertaken for the whole school by student council and also maintain contact with the principal in matters affecting the whole student body.
- 3.8 Sign all student council announcements, memoranda to the faculty, calendar requests, and financial documents, ensuring that proper procedures are followed in handling funds with the school bookkeeper, the student council treasurer, and the executive council.
- 3.9 Schedule the building usage with the building facilitator and/or the activities director.
- 3.10 Schedule with the principal all STUCO activities, approved fund raising events, etc.
- 3.11 Maintain a solvent STUCO budget.
- 3.12 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.13 Submit all registrations on the appropriate forms to the activities director.
- 3.14 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.15 Perform other related tasks/activities as assigned by the principal or designee.
- 3.16 Develop a meeting schedule for STUCO to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The STUCO sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal.

5.1 ~~-secondary principal.~~

II. POSITION: **Middle School Leadership**

The Middle School Leadership is responsible for assisting the officers and members of student council in planning their programs and supervising their activities. This person shall report directly to the principal or assistant principal.

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Middle School Leadership sponsor's immediate supervisor is the activities director and secondary advisor is the secondary principal.
- 2.6 The Middle School Leadership sponsor has authority over Middle School Leadership students and Middle School Leadership activities.

III. JOB RESPONSIBILITIES

- 3.17 Develop and publish a handbook. The handbook would include a philosophy, ~~purpose,~~ ~~objectives~~purpose, objectives, selection/election procedures, constitutional rules and regulations, etc.
- 3.18 Plan and conduct executive council meeting and student council meetings outside of the school day as appropriate.
- 3.19 Supervise at all meetings and activities before, during, and after school hours.
- 3.20 Update knowledge of association affairs at the state and local levels by attending various workshops.
- 3.21 Attend meetings of the executive council and student council.
- 3.22 Act as an intermediary, interpreter, and general liaison between members of student council, administration, faculty, staff, and other student organizations.
- 3.23 Assist with all activities undertaken for the whole middle school by Middle School Leadership and also maintain contact with the principal in matters affecting the whole student body.
- 3.24 Sign all student council announcements, memoranda to the faculty, calendar requests, and financial documents, ensuring that proper procedures are followed in handling funds with the school bookkeeper, the student council treasurer, and the executive council.
- 3.25 Schedule the building usage with the building facilitator and/or the activities director.
- 3.26 Schedule with the principal all Middle School Leadership activities, approved fund raising events, etc.
- 3.27 Maintain a solvent Middle School Leadership budget.
- 3.28 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.29 Submit all registrations on the appropriate forms to the activities director.
- 3.30 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.31 Perform other related tasks/activities as assigned by the principal or designee.
- 3.32 Develop a meeting schedule for Middle School Leadership to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Middle School Leadership sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - c. you request to be relieved of this duty, and your request is approved by the superintendent;
 - d. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

~~5.2~~—Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal.~~

POSITION: **Middle School STEM**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Middle School STEM sponsor's immediate supervisor is the secondary principal and the general supervision of the activities director.
- 2.2 The Middle School STEM sponsor has authority over all students on the Middle School STEM and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Middle School STEM each school year.
- 3.3 Determine meeting dates and activities for the STEM.
- 3.4 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the love of STEM and the variety of STEM opportunities.
- 3.6 Increase the understanding of STEM and what career fields are tied to STEM.
- 3.7 Promote the practice of these different fields.
- 3.8 Share selected fields of study.
- 3.9 Encourage participation in shared inquiry gained from work in these area of study.
- 3.10 You must also schedule the building with the building coordinator.
- 3.11 Develop and publish a STEM handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.12 Develop a meeting schedule for STEM to be given to the activities director prior to the students first day of school.
- 3.13 Schedule and conduct STEM meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Middle School STEM sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent;
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

2.1 ~~5.4~~ The Middle School STEM sponsor will be evaluated each year by the activities director and secondary principal.
~~principal and/or the activities director.~~

I. POSITION: **QUIZ BOWL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The quiz bowl sponsor's immediate supervisor is the activities director.
- 2.2 The quiz bowl sponsor has authority over quiz bowl members and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a quiz bowl handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criteria.
- 3.2 Plan and organize a quiz bowl team.
- 3.3 Organize the quiz bowl team for Conference and other competitions as can be scheduled.
- 3.4 Attend Honors Night and present awards.
- 3.5 Provide publicity for your organization and participants to the Arlington Citizen and district newsletter.
- 3.6 Operate the concession stand as scheduled.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all activity requisitions on the appropriate forms to the activities director.
- 3.9 Develop and publish a Quiz Bowl handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.10 Develop a meeting schedule for Quiz Bowl to be given to the activities director prior to the students first day of school.
- 3.11 Schedule and conduct Quiz meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 2.1 The quiz bowl sponsor(s) shall be paid according to the negotiated agreement, paid over a twelve month pay period with the regular salary.
- 2.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent.
 - b. the assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

- ~~5.4~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **SPEECH SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Speech sponsor's immediate supervisor is the activities director and secondary supervisor is the secondary principal.
- 2.2 The Speech sponsor has authority over all students on the Speech Team and related activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a speech handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criterion.
- 3.2 Plan and organize a speech team each school year.
- 3.3 Operate the concession stand as scheduled.
- 3.4 Maintain a solvent Speech Activity Account.
- 3.5 Present all Speech awards at the Honors Night.
- 3.6 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all state forms in a timely fashion.
- 3.9 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 3.10 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 3.11 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.12 Develop a meeting schedule for Speech to be given to the activities director prior to the students first day of school.
- 3.13 Schedule and conduct Speech meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Speech sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

The Speech Sponsor will be evaluated each year by the activities director and secondary principal.

~~5.1 principal and/or the activities director.~~

I. POSITION: **Art CLUB SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Art Club sponsor's immediate supervisor is the secondary principal and the general supervision of the activities director.
- 2.2 The Art Club sponsor has authority over all students on the Art Club and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Art Club each school year.
- 3.5 Determine meeting dates and activities for the Art Club.
- 3.6 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the love of art and the variety of art genres.
- 3.6 Increase the understanding of genres.
- 3.7 Promote the practice of these different genres
- 3.14 Share selected genres
- 3.15 Encourage participation in shared inquiry gained from work in these genres.
- 3.16 You must also schedule the building with the building coordinator.
- 3.17 Develop and publish an Art Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.18 Develop a meeting schedule for Art Club to be given to the activities director prior to the students first day of school.
- 3.19 Schedule and conduct Art Club meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Art Club sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - c. You request to be relieved of this duty, and your request is approved by the superintendent;
 - d. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 2.1 ~~5.1~~ The Art Club sponsor will be evaluated each year by the activities director and secondary principal. ~~principal and/or the activities director.~~

I. POSITION: **BOOK CLUB SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Book Club sponsor's immediate supervisor is the activities director and secondary principal. ~~secondary principal and the general supervision of the activities director.~~
- 2.2 The Book Club sponsor has authority over all students on the Book Club and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Book Club each school year.
- 3.7 Determine meeting dates and activities for the Book Club.
- 3.8 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the reading of a variety of literary styles and genres.
- 3.6 Increase the understanding of the literary merits of books.
- 3.7 Promote the writing of book reviews as books are provided by publishers.
- 3.20 Share selected and recommended readings.
- 3.21 Encourage participation in shared inquiry gained from the readings.
- 3.22 Facilitate the writing school improvements goals.
- 3.23 You must also schedule the building with the building coordinator.
- 3.24 Develop and publish a Book Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.25 Develop a meeting schedule for Book Club to be given to the activities director prior to the students first day of school.
- 3.26 Schedule and conduct Book Club meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Book Club sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - e. You request to be relieved of this duty, and your request is approved by the superintendent;
 - f. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ — The Book Club sponsor will be evaluated each year by the activities director and secondary principal ~~principal and/or the activities director.~~

MONEY COLLECTION PROCEDURE

1. A sponsor may request a temporary cash box from the bookkeeper. The cash box is kept with the admission/concession money.
2. If a fundraiser is done in conjunction with a regular activity event, the sponsor counts the proceeds, and the moneybag is taken to the bank with the admissions and concession money.
3. If the fundraiser is done as a separate event, the supervisor will collect and maintain all monies until the final deposit. These monies should be locked up in the superintendent's office on a daily basis. The final deposit is made with the High School secretary.
4. The High School secretary counts and receipts the money that day.

PRACTICE GUIDELINES

1. On Wednesday coaches/sponsors are expected to make allowances for church related activities.
2. Two-a-day practices will be permitted for fall sports until the first day students return to school.
3. After school begins, you must obtain the activities director's approval to conduct a practice session on a day when school is not in session; this includes vacation days, weekends, bad weather days, etc.
4. The stage area is off-limits for conducting any type of practice with the exception of drama and limited others as arranged with the activities director.
5. Weight training programs, lifting times, and duration will be established by the weight training coordinator in cooperation with the coaching staff and activities director.
6. Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
7. If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that the security system is armed.
8. As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.

SUMMER CAMPS

Summer camps or others that assess a fee for participation and have any type of affiliation with Arlington Public Schools will be subject to the approval of the activities director. All coaches/sponsors who wish to host a youth, junior high, or senior high age camp or clinic should submit a proposal for approval to the activities department by April 1. Proposals must include the following: description of the camp/clinic, goals and objectives, age/skill level, participant fees, coaching and clinician wages, timeline, itemized income and expense sheet (include receipts for all expenditures).

ACADEMIC ELIGIBILITY

Student (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned 20 semester hours of school work for the immediate preceding semester." In addition, all students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is determined on a weekly basis. Following are the academic eligibility guidelines:

1. A student who is reported failing one class will have a one-week probationary period to revise the course grade to a passing mark. If after the one-week probationary period the student is still failing the class, he/she will be ruled ineligible for participation in all extracurricular activities. The suspension period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes **(Ineligibility periods run from Tuesday through Monday)**.
2. A student who is reported failing two or more classes will be immediately ruled academically ineligible for participation in all co-curricular activities. The eligibility period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes **(Ineligibility periods run from Tuesday through Monday)**.
3. A student ruled academically ineligible is still required to practice during the suspension period.

4. Dressing for participation, riding the bus and other specifics are up to the coach/supervisor. Ineligible students will not be excused from classes to attend an activity held during the school day.
5. Teachers who submit names to the ineligibility list will be responsible for **contacting parents** about the student's status. Parents and staff should work together to develop a plan for student improvement.

ATTENDANCE

The student must be in attendance **for a full day prior** to the scheduled event in which the student is a participant, unless approved by the school administration. Attendance at school following a late night activity is required as well. Students must be in attendance periods 6, 7, and 8 to participate in practice unless the Principal or Activities Director gives special permission.

PRACTICE ATTENDANCE

Practice is required if the student is in attendance at school unless excused by the coach or sponsor. Violators may be subject to penalties, which may include suspension from competition. This does not apply to students who are suspended from school for disciplinary measures. Those students may not practice or attend activities at home or away during a suspension for disciplinary reasons.

ACTIVITY ABSENCES

Any time a participant will miss part or all of his/her classes due to an "activity absence", they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

ATHLETIC INJURIES AND THEIR TREATMENT

Any student who is injured should notify the head coach immediately. The coach should assess the seriousness of the injury and render preliminary treatment. If a student is held out of practice/competition by a doctor, due to an injury, concussion or serious illness, the **student will not be allowed to participate until a release from the doctor and parent has been received** by the coach.

TRAINING SERVICES

Providing adequate training services for Arlington Public Schools is a priority. It is the goal of the athletic department to obtain coverage that will include physical exams, six days a week Sports Injury Clinic, one to two days a week on site injury clinic, and full coverage at a select number of events throughout the school year.

SCHOLAR ATHLETE AWARDS

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester in which their sport is in season, will be honored as a scholar athlete.

BOOSTER CLUB

All requests made to the Booster Club need to be requested, **in writing with proposal amounts listed, through the activities director.** Requests to the Booster Club, not made through the AD, will not be honored.

[An Athletic Booster Club exists to support the athletic programs and build community spirit in Arlington. AHS administration and board of education encourage the coaches to consider making requests to the Booster club from time to time.](#)

AHS Coaches and Sponsors are required to inform and/or receive the written approval (paper or digital) of the Activities Director prior to making requests to the Booster Club for gear/equipment that will be school property. Requests made without informing and/or obtaining approval will not be accepted by the District. Requests made by the Activities Director on behalf of all athletic programs will be communicated to the Principal and/or Superintendent.

An agreed-upon form that is accessible to both representatives from AHS and the Booster Club will be utilized to make and/or approve requests, in order to ensure transparency and improve overall communication.

Coaches are encouraged, but not required, to attend Booster Club meetings when their requests are being considered for approval.

FUNDRAISING

All fundraising requests/activities MUST be approved by the administration. No exceptions!

TEAM PURCHASES

Coaches should not require any team purchase (i.e. team shoes). Stemming from LB 1172, the Arlington student fee policy prohibits coaches from requiring any athletes to make any team purchases.

ATHLETIC PARTICIPATION PHILOSOPHY

Following are the participation guidelines coaches are expected to implement in each of their respective programs.

Junior High (7th & 8th Grades)

The emphasis at the junior high level in all sports is participation as well as sportsmanship, developing a positive competitive spirit, self-pride, team pride, etc. No student is cut from a squad nor shall a coach encourage a student to quit the team due to lack of ability.

Every participant shall play in every game if he/she has attended practices faithfully and met other criteria for participation. A 5th quarter or a three game format may be used to give everyone some actual game experience; however, it should be conducted in a planned and organized manner.

Heavy emphasis is to be placed on the teaching of fundamentals.

Reserve (9th Grade)

Emphasis remains on participation and the development of fundamentals and techniques. Every freshman shall play in every freshman game if he/she has attended practices faithfully and met other criteria for participation.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

In basketball and volleyball, no freshman shall participate at both the freshman and varsity level during the same week, unless numbers are inadequate and special permission is granted by the activities director.

In football, freshmen may be used for varsity football contests; however, if any freshmen suit up for a varsity game, all freshmen shall suit up.

Junior Varsity

At the J.V. level, playing time is given to players with apparent potential for future varsity contributions. However, playing time should be given to as many players as possible in order to give the late developers a chance to emerge. Emphasis on fundamentals and techniques is stressed.

No student is cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

All J.V. members shall suit up for each J.V. contest. Traditional seniors may participate on J.V. squad only if numbers or circumstances necessitate the need. Approval must be granted by the Activities Director.

Varsity

We are striving to build strong, competitive athletic teams---teams in which the players, parents, and community can be proud. Participation is not assured squad members at this level; ability to perform is the primary determinant. However, coaches are encouraged to substitute when it is apparent the game is either won or lost.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability. However, each athlete must earn the right to suit up for varsity basketball and volleyball contests, where there are a fixed number of varsity positions allowed. Seniors who do not make the top team are entitled to remain out for practices and have the opportunity to earn a position with the top team.

Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017

This law applies to schools that participate in interstate competition (such as crossing state lines to compete, practice or for camps). Employees, including coaches, of a school that participates in interstate competition must report suspected child abuse, including sexual abuse, as soon as possible. "As soon as possible" is defined as "within a 24-hour period." The penalties for failing to comply with this law are very severe.

LETTERING REQUIREMENTS

Football



18 Point Eagle Football Lettering System

Lettering in a sport is recognition of the athlete's *preparation*, *practice*, and *performance*. The Eagle Football lettering system recognizes and rewards an athlete's hard work and commitment prior to the season during the summer strength and conditioning program as well as during the season in practice and on varsity game nights. To reflect the athlete's dedication and to reward their performance as an Arlington Eagle football athlete, members of the football team have an opportunity to earn points toward a varsity letter. Athletes must earn **18** points to earn a varsity letter and may accumulate those points according to the point system and guidelines listed below.

- 3 points – Perfect weight room attendance
- 3 points – Perfect SAC attendance
- 2 points – Perfect conditioning attendance
- 2 points – Awarded by fellow teammates as *Scout Player of the Year*
- 2 points – Minimum weight room attendance
- 2 points – Minimum SAC attendance
- 1 point – For each half of a varsity contest in which the athlete recorded playing time

The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the football team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

Non-player members of the football program may earn a varsity letter as a full-time team manager.

Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.

Volleyball

"Prior preparation prevents poor performance." This quote represents lettering requirements for

volleyball, because it shows the preparation the athlete makes in the summer, practice during the season, and performance for successful varsity competition. Volleyball players have an opportunity to work toward a varsity letter through the point system listed below. A player must accumulate 30 points to earn a varsity letter.

- 5 points Completing the expected 16 strength and conditioning workouts as well as the pre- and post- tests
- 5 points 50 activity hours for the summer
- 1 point For each open gym and/or conditioning session throughout the summer
- 1 point For each game of varsity match competition

The coaching staff has the discretion of lettering an athlete based upon attitude, work ethic, and contribution to the program in a positive way. Athletes may also earn a letter as a member of the varsity squad if an injury prevents her from completing the season, as long as she is in good standing with the program and continues to participate as a member of the team as best as she is able.

Full-time student assistants may earn a varsity letter.

Dismissal from the team or voluntarily leaving the team will prevent an athlete from earning a varsity letter.

Boys and Girls' Golf

- A. Demonstrate golf skills/course etiquette/rules knowledge
- B. Attitude/Effort/Enthusiasm/Commitment
- C. Score in the top 15 at an invitational/tournament or
Score in the top 3 twice during duals or triangulars
- D. Receive a medal at an invitational
- E. Be in at least 50% of the varsity golf meets

Track

Under the guidelines of the Arlington Track Program, an athlete can earn a letter when he/she scores in a major meet.

Score – Place in an individual or relay event.

Major meet – A meet in which there are at least five teams competing. This does not include relay meets.

*The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the track team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

*Any athlete dismissed from the team is not eligible to receive a letter.

Boys' and Girls' Basketball

A varsity basketball player will earn a letter if he plays at least two quarters in 60% of the total games played. For example, if there are 20 total games played in a season and a player has played at least two quarters in 12 of those games, he would receive a letter.

The coaching staff reserves the right to award a varsity player a letter, whom they feel is deserving, even if that player did not reach the "quarters played" criteria mentioned above.

Non-player members of the basketball program may earn a varsity letter as a full-time team manager.

Any basketball player who is dismissed from the team or leaves the team voluntarily is not eligible to receive a varsity letter.

Softball

Arlington High School Softball Varsity Athletic Letter

A varsity athletic letter for softball can be earned by participants or student managers who meet the following criteria:

Player:

In order to receive an athletic letter in softball, an athlete must earn a minimum of **20 points**. Points may be earned in the following ways:

- 5 points = Perfect summer strength and conditioning attendance
- 4 points = Attended and completed 75% of summer strength and conditioning sessions
- 3 points = Attended and completed 50% of summer strength and conditioning sessions
- 1 points = For each day of summer high school individual softball camp or team camp attended
- 1 point = For each complete day youth summer camp worked
- 1 point = For each varsity game appearance (started or participated in)
- 1 point = For each volunteer or service work such (shifts worked at a softball sponsored concession stand, volunteer at community event that the AHS team is assisting, etc.)

Failure to comply with any Arlington Public Schools, Arlington High School Softball team, or NSAA rules/regulations will result in a deduction or total loss of points based on the individual offense. **Any athlete dismissed from the team or who leaves the team voluntarily is not eligible to earn a letter.** *The coaching staff reserves the right to award an athletic letter to a participant based on the player's dedication, attitude, work ethic, and contributions.*

Manager:

High school aged, non-player members of the softball program may earn a varsity letter as a full-time team manager. To receive an athletic letter in softball, a manager must fulfill the following criteria: (middle school student managers are not eligible to receive a varsity letter)

- Attend 75% of all regular season practices
- Attend 75% of all home and away contests (including tournaments)
- Successfully fulfill practice and game duties and responsibilities as directed by coaches
- Successfully maintain the appropriate code of conduct and behaviors

Failure to comply with any Arlington Public Schools, Arlington High School Softball team, or NSAA rules/regulations will result in a loss of an athletic letter based on the individual offense. **Any manager dismissed from the team or who leaves the team voluntarily is not eligible to earn a letter.**

To receive a letter in softball, an athlete must earn a minimum of 15 points.

- _____ * **5 points = Perfect summer strength and conditioning attendance.**
- _____ * **4 points = Complete 75% of optional summer speed development sessions.**
- _____ * **3 points = Minimum summer strength and conditioning attendance.**
- _____ * **2 points = Attend Eagles summer softball camp and help with youth summer camp**
- _____ * **1 point = For each varsity game participated in**

Failure to comply with Arlington High School, NSAA, or team rules and regulations will result in a deduction or total loss of points based on offense.

~~The coaching staff reserves the right to award an athletic letter to a participant based on their dedication, attitude, work ethic, and contributions.~~

~~Non-player members of the softball program may earn a varsity letter as a full-time team manager.~~

~~Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.~~

Cross Country

Athletes will need 20 points to receive a letter upon successful completion of the season.

1 point per week with 100% effort

1 point per meet when placing higher than any previous meet or significant time improvement (1st meet sets the standard)

5 points for placing in the top 10

3 points for placing 11-20

1 point for placing 21-30

3 points for team placing in the top 1-2-3 (all competing varsity athletes will receive points)

2 points for team placing in the top 4-5 (all competing varsity athletes will receive points)

-2 points for any disciplinary actions (per infraction)

3 points for qualifying for state

1 point for each road race competed prior to the season

Coaches discretion

Wrestling

Lettering Criteria

1. Score 40 points during the season at the varsity level.
 - 1 point for varsity loss
 - 2 points for varsity win
 - 1 point for each summer open gym session or team camp attended.

Dance & Cheer

- A. Letters will be awarded at the Spring Athletic Banquet to those members of the dance or cheer squad who have met the following criteria:
 1. The member must maintain a positive attitude throughout the year.
 2. The member must have followed the Arlington High School Code of Conduct as specified in the Student Handbook.
 3. The member may not letter if they have been dismissed from the squad.
 4. The member must maintain a 2.5 GPA

5. The member must have attended and participated in **all** of the events that have been deemed mandatory throughout the year. This includes practices, games, fund-raisers, meetings, and other events.
6. The member must be dependable and willing to work.
7. The member must be a true team player who promotes open and honest relationships within the squad.
8. The member must represent Arlington High School as a positive role model.

The sponsors will determine the letter winners according to the above criteria.

Arlington High School Competitive Speech Team Lettering Policy:

All students who compete for Arlington High School's competitive speech team will receive a certificate of participation. In order for a competitor to be considered for a letter, he/she must earn at least 150 points throughout the season. Points may be earned in the following ways:

1. 10 points for attending each mandatory practice (usually on Thursday evenings before Saturday meets).
2. 10 points for "practicing" in another class. (Must be scheduled.)
2. 10 points for competing in each meet.
3. Scoring individual varsity competition points:

10 pts. for 6 th place
15 pts. for 5 th place
20 pts. for 4 th place
25 pts. for 3 rd place
30 pts. for 2 nd place
40 pts. for 1 st place
4. Students participating in group events will earn competition points divisible by the number of students in his/her group (2 for duet acting, 3-5 for OID).

All competitors wishing to receive an award for speech must have no unexcused absences and must represent Arlington High School with integrity for the duration of the season.

The coach(es) may nominate participants for a letter based on work ethic, program support, and/or positive contribution to the speech team. While these nominations are rare, the coach reserves the right to make such nominations.

STATE TOURNAMENT ATTENDANCE

Attendance by coaches at Nebraska state sponsored tournaments in each sport will be governed by the administration of the Arlington Public Schools in the following manner:

- 1) Such attendance shall be considered an example of personal or professional leave.
- 2) On school days, attendance shall be permitted with the approval of the building principal.
- 3) Head coaches are granted 2 days and assistant coaches are granted one 1 day of professional leave to attend the state tournament during their sport. One additional day of personal leave may be granted to attend the state tournament during their sport.

Head Coaches & Varsity Assistants

Professional leave may be granted (Policy 4157.3) for coaching clinics.

Personal leave may also be used for such events. Two with pay, one without pay.
(Policy 4152.2)

Reimbursement, expenses covered

- (1) Professional leave: \$20/day (Regular school days) \$30/day (Non-student days--does not apply to Saturday and/or vacation days.)
- (2) Clinics: expenses may be allowed from that coach's athletic account, subject to approval by the activities director. Maximum \$200.00
- (3) **Personal leave: no expenses allowed.**
- (4) State tournaments: *no expenses allowed from athletic budget.*
- (5) Coaches Association dues may be paid out of the athletic accounts if needed.
- (6) Meals while a team or team members are participating at a state event: \$5 – breakfast; \$7 – lunch; \$9 – dinner (Full days are \$21) ***This is only if a team qualifies.** In individual events, the activities director will make a determination on numbers of coaches to be included.

RISK MANAGEMENT

As a superintendent, principal, or activities director, you are accountable for the activity program and student welfare. Until the 1990's, administrators were named less frequently as defendants in negligence litigation. Recent judicial decisions indicate the courts are holding building and program administrators liable for failure of their staff to conform to rules and regulations, unsafe facilities and equipment, improper supervision and instruction, and due process. In sports activities, the safest programs will never avoid all accidents and injuries. However, school personnel can reduce the risk by not taking "short-cuts", identifying and eliminating unsafe hazards, and making safety a priority. The following information is provided to encourage the management of risk on an ongoing basis. The guidelines are not all-inclusive and are not legal advice. Consult your school attorney and liability insurance carrier to determine the best plan for your situation.

I. WARNING:

- A. The "failure to warn" is one of the most significant allegations in sports' injury litigation.
- B. To adhere to the "duty to warn", personnel working with students and spectators must advise these individuals by some method of the risk of potential injury. This should be done in order that participants, parents, and individuals attending an event or using school's equipment or facilities have an opportunity to understand and weigh the potential risk in advance.
- C. **Parental Consent Form:** Be sure all participants in your activity programs and their parent(s) sign the parental consent form provided by your school before practice of any nature. The form has a warning statement which must be signed by the participant and parent(s).
- D. When teaching various techniques in their respective sports, coaches should warn the participants of possible consequences if the techniques are not properly executed.
- E. When hosting events where spectators are present, the public address announcer should warn of the dangers of standing or sitting in restricted areas or near the sidelines, going onto the playing surface, jumping on bleachers, etc. Be sure to have any restricted areas clearly marked.
- F. Locker room supervision is a must.
- G. On trips, particularly if staying overnight, develop a definite procedure for supervision.
- H. Be reasonably certain that a student is physically capable of performing a skill or technique before placing him/her in a situation where an injury may occur if the skill or technique is improperly executed.
- I. In contact sports, use caution in matching one competitor against another. Do not permit individuals who are not members of the team to participate.

II. FACILITIES AND EQUIPMENT:

- A. Inspect facilities and equipment on a regular basis and document when the inspection was made, unsafe condition found, and action taken.

- B. If equipment needs repairs, make the necessary repairs or don't use the equipment. Don't continue to permit the continual use of unsafe facilities hoping that an accident does not occur.
- C. Equipment and facilities, for example pole vault landing pads, high jump landing pads, discus cage, landing pits in long jump and triple jump, etc., should meet the specifications required by rules.
- D. The following are equipment and facilities which should be inspected periodically:
 1. Bleachers-hand rails, sides and top, identify walkways, loose or defective boards.
 2. Playing Fields-exposed sprinkler heads, uncovered drains, holes or depressions, rocks or glass, out-of-bounds areas clear of hazards.
 3. Weight Rooms-frayed cables, check pulleys, chains, and sprockets on all exercise equipment. Adequate space between stations. Floors should be sanitary and free of moisture.
 4. Playing Court/Mat Surfaces-any loose equipment or hazards a safe distance from playing area, area is clean and free of moisture.
 5. Track and Field-surfaces of runways and track, landing pads, standards for high jump and pole vault, discus cage, shot and discus ring surfaces, competitive areas clear of obstructions.

III. **MEDICAL:**

- A. Every participant in an athletic activity should have had a physical examination. This exam must take place after May 1 (prior to upcoming school year) and before first practice session or game is allowed.
- B. Although it is not possible to have trained medical personnel present for all practices and contest, a procedure should be developed for medical emergencies. Coaches and sponsors should be assigned definite tasks to perform during an emergency.
- C. Coaches or sponsors should be certified in CPR and first aid.
- D. Caution should be used in permitting an injured athlete to re-enter a contest. If a player sustained an injury which required medical attention and was required to miss practices or contests because of the injury, he/she should not be permitted to resume practice without clearance from medical personnel.
- E. Adopt a procedure for the care of an athlete who sustains a cut or an injury which causes bleeding. Have a procedure and personnel designated to clean blood and other body fluids from the playing surface in an appropriate manner.

IV. **TRAVEL:**

- A. When possible, use school or chartered vehicles to transport students participating in activities. Students are to travel with the team or organization to all events and will be allowed to leave an event apart from the team or organization under the following conditions:
 - 1) The student and his/her parents have contacted the coach/sponsor requesting permission for special travel arrangements. NOTE: Coaches/sponsors may deny student/parent request, if they wish the student remain with the team or organization.
 - 2) If permission is granted, the student will only be released to HIS/HER PARENTS, unless approved by the administration.
- B. The Catastrophic Injury Insurance requires that in order to have coverage while traveling to or from a contest, or to or from practice the students must be transported in a school designated vehicle driven by an adult licensed driver.
- C. Students should not be permitted to drive their own vehicles on school sponsored trips without prior approval from administration.
- D. If non-school vehicles are used to transport students, know the qualifications of the driver, be certain he/she is licensed, and there is adequate insurance on the vehicle. A certificate of insurance from the owner of the vehicle is recommended. If using non-school vehicles or renting or leasing vehicles, check the school's liability policy to determine if there is coverage for non-owned or hired vehicles.
- E. During the summer, the individual team or organization is required to pay for gas if you use a school vehicle.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

1. Submit Transportation Manifest as required.
2. Keep the noise level down.
3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
5. Sign activity sheet after trip as required.
6. Keep all aisles and emergency exits cleared.
7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

1. Sponsor should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

V. **ADMINISTRATION:**

Follow the developed program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, as designated by the NSAA and the Capitol Conference, at all events.

Provide appropriate supervisory personnel for each interscholastic event.

Support participants, coaches and fans that teach and display good sportsmanship.

Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.

VI. **COACHES:**

Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.

Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.

Respect judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.

Treat opposing coaches, participants, and fans with respect. Shake hands with officials, communicate with opposing coach in public, find complimentary things to say to opposing players afterwards.

Develop and enforce penalties for participants who do not abide by sportsmanship standards.

VII. PLAYERS:

Treat opponents with respect; shake hands prior to and after contests.

Respect judgment of contest officials, abide by rules of the contest, and display no behavior that could incite fans.

Cooperate with officials, coaches, and fellow participants to conduct a fair contest.

Accept seriously the responsibility and privilege of representing school and community; display positive actions publicly at all times.

Live up to the standard of sportsmanship established by your school.

VIII. CHEERLEADERS:

Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing all demeaning opponents.

Treat opposing spirit groups and fans with respect.

Recognize outstanding performances on either side of the playing field or court.

Know rules and strategies of the contest in order to cheer at proper times.

Maintain enthusiasm and composure, serving as a role model.

IX. PARENTS & SPECTATORS:

Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to be cynical and/or abusive during contests.

Respect decisions made by contest officials.

Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Respect other fans, coaches, and participants; from your school and others in the competition.

Be FAN-tastic, **not** a FAN-atic.

X. KEYS TO SUPERIOR HIGH SCHOOL COACHING: (by Harvey Greer)

Having watched and supervised hundreds of high school coaches over the past 30 years. I have often wondered exactly what it is that enables some coaches to be so successful year after year.

I have always realized, of course, that the consistently successful programs have certain hard-core essentials in place: outstanding personnel, solid technical teaching, and outstanding organization.

But I have also realized that outstanding coaching involves something more - the special traits, beliefs, and work habits of the individual coach.

Several years ago, I decided to see whether I could pinpoint these special qualities and philosophies. My first step was to contact most of the state athletic activities associations and ask them to identify the coaches who had consistently demonstrated a high level of skill over the year. The associations proved extremely cooperative, and I was able to send a lengthy essay-type questionnaire to 110 coaches throughout the country. Sixty-six of them returned the survey, and their answers were everything I had hoped for.

Following are the special traits/beliefs/actions that most of them consider to be of major importance in coaching:

1. Make a constant effort to communicate your expectations to every player and to make each understand his role in the team structure. Also make a strong effort to communicate your expectations to the players' parents.
2. Constantly work on preparing the athletes mentally for competition. Teach them what to think and how to think. Remember that mental preparation is just as important as physical preparation.
3. Constantly simulate game conditions in your practice situations. Do not waste time on drills that are not performance-enhancing to the specific sport. Also concentrate on doing the drills correctly and being time-management oriented. Long practices are not the answer. Well-organized and well-focused practices should be the rule.
4. Involve your players in the team goal-setting process. Work on these goals almost every day and develop them as far in advance as possible.
5. Invest a significant amount of time in interviewing your athletes. Learn as much as you can about them. Realize that each has to be motivated differently and that you have to determine how to do this most effectively.
6. Forge a positive/caring spirit among players; a kind "family" feeling. Develop the sort of activities that will help bond the athletes and coaches. These may vary from going to a movie together to camping trips, retreats, dinners, etc.
7. Emphasize attitude and effort, rather than winning. Reward effort before performance.
8. Devise programs that emphasize fun and laughter.
9. Get your team to approach competition with the attitude that they can win and should expect to win, rather than with the attitude of trying not to lose.
10. Keep everything in the program simple, with emphasis on the development of basic skills and attention to detail. Credo: "Details make champions."
11. Make positive reinforcement a top priority in the program. Try to say something positive to every athlete every day. Whenever something is performed correctly, reinforce the effort immediately. If you say something negative, immediately follow with a positive statement.

12. Clearly identify the core values that you teach every day - values such as effort, attitude, honesty, respect for teammates, sportsmanship, etc. Try to make these values a tradition of the program.
13. Put your athletes in better physical condition than the opponents, and convince them of it.
14. Teach rhetorically, visually, and kinesthetically.
15. Continually challenge both the athletes and yourself to leave your "comfort zones" and strive to reach new levels of achievement. Encourage the athletes to be risk-takers.
16. Care for the athletes as individuals and stay interested in their total life. Openly express your love for both the sport and the athletes. Encourage the athletes to come back and see you after graduation and to support the program. "Our association is for a lifetime."
17. Have a minimum of team rules, but definitely enforce whatever rules you have. Clearly express your expectations of the athletes both in the sport and away from it.
18. Encourage all your athletes to participate in other sports. The competitive experience will help them improve in every sport.
19. Communicate regularly with the team captains. Teach leadership skills. Develop player leadership in the off-season.
20. Sponsor and encourage participation in the off-season strength program.
21. Take the members of your staff to several clinics on your sport. (Hire the kind of assistant coaches who will stay with the program and always be loyal to it.)
22. Make use of visualization.
23. Create situations that will attract parents to the program and then make them want to support it.

SUMMARY:

It is apparent that all of these excellent coaches believe that every successful program must be predicated upon four fundamental tenets:

1. Developing a family atmosphere that bonds the athletes and enables them to work toward common goals.
2. Creating positive reinforcement.
3. Encouraging athletes to participate in other sports.
4. Having high expectations and helping the athletes achieve them.

These are the cornerstones of a great program. Now add all the other traits/actions and you will achieve your ultimate goals.

CO-CURRICULAR ACTIVITIES CODE

Co-Curricular activities are extensions of Arlington Public School District's curriculum and the students' academic experience and are privileges afforded to the students during their educational experience. The District believes students participating in co-curricular activities should be a positive representative for themselves, their families, their school and community. This District, along with the NSAA, believes that alcohol, tobacco, and illegal substances have no place in a student's life at any time and more so during the time the student is participating in a co-curricular activity. *This includes all dances or activities that are sponsored by the school. **Regardless of being of age, tobacco is not permitted if you desire being a part of the school's co-curricular activities.***

It is the duty of all coaches and sponsors of the Arlington Public Schools system to enforce the Arlington Junior/Senior High School Activities Code, in addition to regulations set forth by the Nebraska State Activities Association. They (coaches/sponsors) may establish and enforce other rules for their activities, which must not conflict with NSAA or district guidelines and must be approved by the administration.

All students in grades 7-12 are subject to these guidelines throughout the school year from the first Monday in August to the last day of competition or the last day of school (whichever is later.) Deviations may occur with non-athletic activities due to lack of a defined season and/or the activity being class-based. The Arlington Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

STANDARDS OF CONDUCT

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products or look-alike tobacco products will be held accountable to the following:

First offense: Two week suspension from participating in all co-curricular activities, events, dances and/or contests. This can be reduced to a one week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Second offense: Five week suspension from participation in all co-curricular activities, events, dances, and/or contests. This can be reduced to a three week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Third offense: Suspension from participating in all co-curricular activities, events, dances, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

First Offense:

Situation 1: Five-week suspension from participating in all co-curricular activities, events, and/or contests.

Situation 2: Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.

Self Report (1st Offense Only): Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

Second Offense:

A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined, through a formal investigation, that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

2023-2024 Activities Sponsors

<u>Activities Director</u>	<u>James Shada</u>
<u>Head Cheerleading</u>	<u>Alli Miller</u>
<u>Asst. Cheerleading</u>	<u>Shawna Tierney</u>
<u>Art Club</u>	<u>Erin Schaapveld</u>

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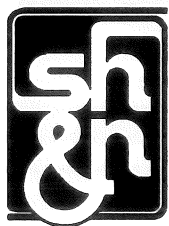
2023-2024 Coaches

<u>Head Football</u>	<u>Colter Mattson</u>
<u>Asst. Football</u>	<u>Luke Hoelsing</u>
<u>Asst. Football</u>	<u>Connor Eureka</u>
<u>Asst. Football</u>	<u>Layne Laaker</u>
<u>Asst. Football</u>	<u>Troy Schleuter</u>
<u>MS Football</u>	<u>Jake Eckhardt</u>

**Comparison Summary
Transportation Fleet
(June, 2024)**

Category	2019-2020	2020-2021	2020-2021	2022-2023	2023-2024
Amount	Amount	Amount	Amount	Amount	Amount
Total Fuel Cost	\$29,009.70	\$32,491.90	\$49,256.74	\$ 55,857.74	\$ 48,568.80
Total Misc. Expenses	\$12,523.83	\$15,455.51	\$26,694.72	\$ 12,587.26	\$ 16,285.78
Total Repairs & Service	\$31,077.92	\$29,631.12	\$21,764.34	\$ 40,456.97	\$ 50,810.89
Total Depreciation	\$81,379.00	\$70,815.00	\$65,550.00	\$ 55,493.00	\$ 58,150.00
Sub-Total	\$153,990.45	\$148,393.53	\$163,265.80	\$ 164,394.97	\$ 173,815.47
Total Salaries	\$153,973.41	\$171,058.09	\$153,959.41	\$ 155,698.24	\$ 139,212.20
Grand Total	\$307,963.86	\$319,451.62	\$317,225.21	\$320,093.21	\$ 313,027.67
Total Miles	103,247	128,519	149,813	148,579	149,151
Operating Cost Per Mil (including salaries)	\$3.09	\$2.47	\$2.14	\$ 2.15	2.098729945
Operating Cost Per Mil (excluding salaries)	\$1.49	\$1.15	\$1.09	\$ 1.11	\$ 1.17

shaw, hull & navarrette



Certified Public Accountants
A Professional Corporation

July 3, 2024

Board of Education
Washington County School District No. 24
Arlington Public Schools
Arlington, Nebraska 68002

Ladies and Gentlemen:

We are pleased to confirm our understanding of the services we are to provide Washington County School District No. 24, Arlington Public Schools ("School District") for the year ending August 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, and each major fund, and the disclosures, which collectively comprise the basic financial statements of the School District as of and for the year ending August 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The School District has elected not to present a management discussion and analysis (MD&A).

We have also been engaged to report on supplementary information other than RSI that accompanies the School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

1) Schedule of Receipts, Disbursements, and Changes in Net Position - School Activities Fund

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on our work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Individual Fund Budgetary Comparison Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a

substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), if applicable.

Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit (if required)

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the Guide to Auditing and Reporting for Nebraska School Districts published by the Nebraska Society of CPAs, and will include tests of the accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from

fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance (if applicable), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance (if applicable) requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit (if required)

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the modified cash basis of accounting; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information

(including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance (if applicable); (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and promptly follow up and take corrective action on reported audit findings.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, if applicable) in conformity with the Uniform Guidance (if applicable). You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; and (3) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current

findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards (if needed), and related notes of the School District in conformity with the modified cash basis of accounting and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form (if required) that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Shaw, Hull, & Navarrette, CPA's, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Nebraska Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Shaw, Hull & Navarrette, CPA's, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Nebraska Department of Education or a federal agency providing funding. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Brenda J. Vampola, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin field work late in September and to issue our reports no later than October 31.

Our fee for these services will be at discounted hourly rates plus out-of-pocket costs (such as postage, travel, etc.) except that we agree that our gross fees, excluding expenses, will not exceed \$31,770, of which \$10,120 relates to Single Audit procedures. Our discounted hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation

from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our audit of the School District's financial statements or our Single Audit if required. Our reports will be addressed to the Board of Education of the School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report if applicable, on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

SHAW, HULL & NAVARRETTE
CERTIFIED PUBLIC ACCOUNTANTS



Brenda J. Vampola, CPA
BJV

Enclosure

RESPONSE:

This letter correctly sets forth the understanding of
WASHINGTON COUNTY SCHOOL DISTRICT NO. 24
ARLINGTON PUBLIC SCHOOLS

Management signature: _____ Governance signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

PROPOSAL FOR
WASHINGTON COUNTY SCHOOL DISTRICT NO. 24
ARLINGTON PUBLIC SCHOOLS
For the fiscal year ending August 31, 2024

July 2, 2024

PROPOSAL PREPARED BY:

SHAW, HULL & NAVARRETTE
CERTIFIED PUBLIC ACCOUNTANTS, P.C.
637 N. PARK AVENUE
FREMONT, NE 68025
402-721-7662

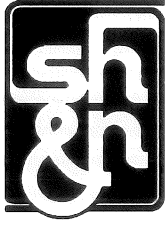
FIRM CONTACTS:

BRENDA J. VAMPOLA, CPA
JONI CANTRALL, CPA

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shaw, hull & navarrette



Certified Public Accountants
A Professional Corporation

July 2, 2024

Dr. Dawn Lewis, Superintendent
Washington County School District No. 24
Arlington Public Schools
Arlington, Nebraska 68002

Dr. Lewis:

Shaw, Hull and Navarrette, Certified Public Accountants, A Professional Corporation (S, H & N) is pleased to submit this Proposal to Provide Services for Arlington Public Schools.

It is our understanding that the services to be performed are as follows:

We will perform certain agreed-upon procedures for the fiscal year ending August 31, 2024 to assist you with respect to the cash management policies and procedures and related internal controls.

We are prepared to begin our procedures immediately. Upon completion of the engagement, we will issue the requested number of copies of the reports.

In summary, gaining acceptance of this proposal is important to us because we are sincerely interested in serving the District.

Very truly yours,

SHAW, HULL & NAVARRETTE
CERTIFIED PUBLIC ACCOUNTANTS

Brenda J. Vampola, Shareholder

SCOPE OF SERVICES – AGREED-UPON PROCEDURES

We will perform the following services:

We will apply the agreed-upon procedures, which the School District has specified, listed in the following schedule, solely to assist you in evaluating the management and recording of cash receipts and disbursements for the fiscal year ending August 31, 2024, and the related internal control procedures. The School District is responsible for its financial records, financial management and internal controls. This engagement will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants.

You agree that the sufficiency of the procedures listed in the schedule is solely the responsibility of the School District. Consequently, we make no representation regarding the sufficiency of the procedures described therein whether for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the schedule do not constitute an audit in accordance with auditing standards generally accepted in the United States of America, we will not express an opinion related to the procedures. In addition, we have no obligation to perform any procedures beyond those listed in the schedule.

Upon completion of the agreed-upon procedures, we will submit a report including a description of the performed procedures and our findings. This report is intended for the use of the School District and should not be used by others.

You are responsible for providing the cash receipts and disbursements management policies and procedures and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee the agreed upon procedures we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Brenda J. Vampola, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

SCHEDULE OF AGREED-UPON PROCEDURES

Cash Receipts

We will:

1. Review the School District's procedures for controls over depositing and recording receipts.
2. Randomly select ten receipts and compare documentation to deposit slips, bank statements and to the general ledger.

Cash Disbursements

We will:

1. Review the School District's procedures for controls over access to blank checks, approval of invoices, preparation and distribution of disbursements, and recording of disbursements.
2. Test a sample of ten disbursements by vouching to supporting invoices and cancelled checks, testing for appropriate approvals, check signers, endorsement and recording in the general ledger.

Cash Balances

We will:

1. Review internal controls over the bank reconciliation process.
2. Examine the bank reconciliations for all bank accounts for accuracy and timeliness.
3. Review the bank reconciliations for old outstanding checks.
4. Inquire of officers regarding the status of stale dated checks, if any.
5. Review the minutes for resolutions relating to cash receipts and/or disbursements.

FEES AND COMPENSATION

We propose to perform the agreed-upon procedures engagement for at discounted hourly rates not to exceed \$9,500. These fees are based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, you will be contacted in advance before the additional fees are incurred.

Our invoices for these fees will be rendered each month as work progresses and are payable within 30 days of presentation.

The amount of client assistance we receive has a direct bearing on the cost of an engagement. Frequently, such assistance is in the form of pulling documents. It is our intent to make maximum use of any internal schedules the School District may normally prepare in order to avoid duplication of effort.

We appreciate the opportunity to present this proposal to provide services to you and believe that it accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this proposal, please sign the enclosed copy and return it to us.

Sincerely,

SHAW, HULL & NAVARRETTE
CERTIFIED PUBLIC ACCOUNTANTS



Brenda J. Vampola, CPA
BJV

Enclosure

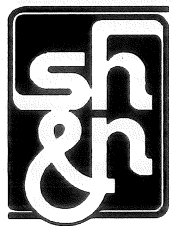
The arrangements discussed herein are
accepted:
WASHINGTON COUNTY SCHOOL
DISTRICT NO. 24
ARLINGTON PUBLIC SCHOOLS

By _____

Title _____

Date _____

shaw, hull & navarrette



Certified Public Accountants
A Professional Corporation

July 3, 2024

Board of Education
Washington County School District No. 24
Arlington Public Schools
Arlington, Nebraska 68002

Ladies and Gentlemen:

We are pleased to confirm our acceptance and understanding of the services we are to provide for Washington County School District No. 24, Arlington Public Schools (the "School District") for the year ending August 31, 2024.

We will apply the agreed-upon procedures, which the Nebraska Department of Education (NDOE) has specified, listed in the attached schedule, solely to comply with NDOE requirements. The School District is responsible for its attendance records, disbursement allocations, and the reporting thereof. This agreed-upon procedures engagement will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants.

You agree that the sufficiency of the procedures listed in the schedule is solely the responsibility of NDOE. Consequently, we make no representation regarding the sufficiency of the procedures described therein whether for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the schedule do not constitute an audit in accordance with auditing standards generally accepted in the United States of America, we will not express an opinion related to the procedures. In addition, we have no obligation to perform any procedures beyond those listed in the schedule.

Upon completion of the agreed-upon procedures, we will submit a report including a description of the performed procedures and our findings. This report is intended for the use of NDOE and should not be used by others.

You are responsible for providing complete attendance and disbursement data for the year ending August 31, 2024. You agree to provide a representation letter at the end of the engagement acknowledging your

understanding of your responsibilities and your provision of all relevant information needed to complete the engagement.

Brenda J. Vampola, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees, at discounted rates, for this engagement will be \$1,300.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

SHAW, HULL & NAVARRETTE
CERTIFIED PUBLIC ACCOUNTANTS



Brenda J. Vampola, CPA

Enclosure

RESPONSE:

This letter correctly sets forth the understanding of
WASHINGTON COUNTY SCHOOL DISTRICT NO. 24
ARLINGTON PUBLIC SCHOOLS

Management
Signature: _____

Governance
Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Community RelationsPersonnel - All Employees and StudentsAnti-discrimination**A. Elimination of Discrimination.**

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Arlington Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational

environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: August 24, 2020

Reviewed: March 8, 2021, July 12, 2021

InstructionParental/Community Involvement in Schools

Washington County School District No. 89-0024, Arlington Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: June 10, 2013

Date of Review: June 11, 2018: February 10, 2020: June 8, 2020, June 14, 2021; June 9, 2022

StudentsDating Violence

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

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

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

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

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

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

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

Date of Adoption: May 10, 2010 and June 14, 2010

Reviewed: November 12, 2012, Nov 11, 2019; November 14, 2022

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Laws 2008, LB 205
 Student Discipline Act, Neb. Rev. Stat. 79-254 to 79-296
 NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: June 8, 2015

Reviewed: June 11, 2018, June 14, 2021; June 9, 2022, July 10, 2023