

STUDENT - PARENT HANDBOOK OF LOUISVILLE PUBLIC SCHOOLS 2017-2018

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**Louisville Public Schools Student-Parent Handbook
2016-2017 School Year**

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 Louisville 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 and the educational program. 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.

2. Members of the Board of Education

Name	Contact Information
Cynthia Osterloh, President	
Kara Habrock, Vice President	
Amy Kerans, Secretary	
Ashley Christiansen	
John Simon	
John Winkler	

3. Administrative Staff

Name	Position	Contact Information
Andrew Farber	Superintendent	afarber@lpslions.org or (402) 234-3585
Kendra Craven	Director of Learning	kcraven@lpslions.org or (402) 234-3585
Brett Schwartz	Secondary Principal	bschwartz@lpslions.org or (402) 234-3585
Cory Holl	Elementary Principal	choll@lpslions.org or (402) 234-4215
Rob Geise	Activities Director	rgeise@lpslions.org or (402) 234-3585

Section 4 Teaching Staff
Louisville Jr./Sr. High School

Name	Department
Jill Baker	HS Language Arts
Tristan Bassinger	MS/HS Vocal Music
Nick Bausch	HS Social Studies/HS Government
Juli Beck	Life Skills
Jason Brewer	Computer Specialist/MS Technology
Jennifer Cole	MS/HS FACS
Gemma Conde Huertas	MS/HS Spanish
Kurt Finky	MS/HS Guidance
Allison Graham	MS History
Tim Hagge	MS/HS Science
Jeff Haun	HS History
Dennis Houfek	K-12 Art
Wally Johnson	K-12 Physical Education
Melinda Kelven	MS Math
Allison Klimek	MS/HS Challenge, MS Language Arts
Nick Krause	HS Resource
Elin Petersen	Hs Language Arts/Yearbook
Tom Petersen	MS/HS Industrial Technology
Chase Rasby	HS Science
Jen Rose	Special Education
Nathan Roth	MS/HS Math
Nathan Simons	Technology Specialist
James Stewart	MS/HS Physical Education/HS Business
Molly Stieren	MS Language Arts/Reading/Science
Molly Sutter	MS/HS Math
Nate VanMeter	MS Science
Adam Vogt	MS/HS Math
Kevin White	MS/HS Band
Jesse Zweep	MS/HS Industrial Technology

Louisville Elementary School

Name	Department	Grades
Linda Allen	Guidance & Classroom Reduction	K-5
Tristin Bassinger	Music	K-5
Whitney Bell	Elementary	1st
Jason Brewer	Technology	4th-5th
Mikaela Collins	Elementary	Preschool
Amber Engel	Elementary	3rd
Deb Hall	Elementary	2nd
Matt Hammer	Elementary	3rd
Kristi Holl	Elementary	4th
Dennis Houfek	Art	K-3
Terri Johnson	Elementary	Title 1
Wally Johnson	Physical Education	K-5
Tracy Klein	Elementary	4th
Angie Krejci	Media	K-5
Eileen Lay	Elementary	2nd
David Nielsen	Elementary	5th
Julie Nye	Speech-Language Pathologist	PK-4
Keri Rasby	Elementary	Kindergarten
Melanie Reeves	Elementary	5th
Mona Routley	Psychology	PK-12
Nathan Simons	Technology	K-12
Tricia Smith	Special Ed	Elementary
Jamie Toelle	Elementary	1st
Lauren Waggoner	Elementary	Kindergarten
Moriah Wellman	Elementary	1st
Kevin White	Instrumental Music	5th

Section 5 Support Staff

Name	Building	Position
Rob Bauers	District	Custodian
Mo Beck	District	Custodian
Bev Becker	District	Admin. Asst.
Melissa Bruce	Elementary	Paraprofessional
Ashley Christensen	Elementary	Paraprofessional
Shane Clymer	District	Custodian
Roxanne Deloske	District	Transportation/Kitchen
Bobbie Dickey	District	Transportation
Todd Donnelly	Middle School	Paraprofessional
Leslie Farber	District	Data Steward
Jill Fiala	Elementary	Paraprofessional
Angie Heinold	District	Paraprofessional
Jan Hennings	District	Kitchen
Dawn Hiatt	High School	Paraprofessional
Cheryl Jones	High School	Paraprofessional
Jan Kobler	District	Kitchen
Dana March	Middle/High School	Admin. Asst.
Tiffany Norris	Elementary	Paraprofessional
Connie Reed	District	Kitchen
Carol Schleifert	District	Transportation
Shelly Smith	Elementary	Admin. Asst.
Angie Stanley	Elementary	Paraprofessional
Brenda Teller	Middle/High School	Paraprofessional
Steve Vallery	District	Transportation
Heidi Warner	Elementary	Paraprofessional
Renee Yardley	Middle School	Paraprofessional

Section 6 2017-2018 School Calendar

August 4	New Teachers Report
August 7	All Teachers Report
August 14	First Day for Students
September 4	Labor Day/No School
October 16	End of First Quarter
October 16	Parent-Teacher Conferences
October 18	Parent-Teacher Conferences
October 20	No School
November 22-23-24	Thanksgiving Break/No School
December 20	Finals 1:30pm Out for All Students
December 21	Finals 1:30pm Out for All Students
December 22	No School (Through 1/03/18)
December 22-1/3/18	Holiday Break/No School
January 4	School Resumes for All Students
February 5	Parent-Teacher Conferences
February 7	Parent-Teacher Conferences
February 9	No School
February 16	No School - Staff Reports
March 2	No School
March 9	No School
March 15	End of 3 rd Quarter
March 29	Spring Break/No School (Through 4/2/18)
April 19	Track Inv. 1:00 Out for All Students
May 9	Seniors Final Day
May 12	Graduation
May 16	Finals 1:30pm Out for All Students
May 17	Finals 1:30pm Out for All Students
May 17	Last Day for Students
May 18	Last Day for Staff

Article 1 - Philosophy, Goals, Objectives

Section 1 School Vision and Mission Statement

Vision - Louisville Public Schools will be a progressive district that engages a community of learners in collaboration toward excellence in academic, work, and social areas as productive members of our global society.

Mission - Louisville Public Schools will meet the need of each learner by providing instruction that results in problem solving, communication, and technology skills.

Section 2 Goals and Objectives

The goals and objectives of the Louisville Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

The Louisville 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 students will not be tolerated.

Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
 - Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
 - Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
 Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 - School Day

Section 1 Schedules

Middle School & High School Schedule (Monday & Wednesday)

Period 1	<u>8:05</u> a.m. – <u>8:54</u> a.m.	Period 5	<u>11:33</u> a.m. – <u>12:54</u> p.m.
Period 2	<u>8:57</u> a.m. – <u>9:46</u> a.m.	Period 6	<u>12:57</u> p.m. – <u>1:46</u> p.m.
Period 3	<u>9:49</u> a.m. – <u>10:38</u> a.m.	Period 7	<u>1:49</u> p.m. – <u>2:38</u> p.m.
Period 4	<u>10:41</u> a.m. – <u>11:30</u> a.m.	Period 8	<u>2:41</u> p.m. – <u>3:30</u> p.m.

Middle School & High School Daily Schedule (Tuesday & Thursday)

Period 1	<u>8:05</u> a.m. – <u>8:50</u> a.m.	Period 5	<u>11:14</u> a.m. – <u>12:35</u> p.m.
Period 2	<u>8:53</u> a.m. – <u>9:38</u> a.m.	Period 6	<u>12:38</u> p.m. – <u>1:23</u> p.m.
Period 3	<u>9:41</u> a.m. – <u>10:26</u> a.m.	Period 7	<u>1:26</u> p.m. – <u>2:11</u> p.m.
Period 4	<u>10:29</u> a.m. – <u>11:14</u> a.m.	Period 8	<u>2:14</u> p.m. – <u>2:59</u> p.m.
		PT	<u>3:02</u> p.m. – <u>3:30</u> p.m.

Middle School & High School Friday Late Start Schedule

Period 1	<u>9:05</u> a.m. – <u>9:47</u> a.m.	Period 5	<u>12:32</u> a.m. – <u>1:14</u> p.m.
Period 2	<u>9:50</u> a.m. – <u>10:32</u> a.m.	Period 6	<u>1:17</u> p.m. – <u>1:59</u> p.m.
Period 3	<u>10:35</u> a.m. – <u>11:17</u> a.m.	Period 7	<u>2:02</u> p.m. – <u>2:44</u> p.m.
Period 4	<u>11:20</u> a.m. – <u>12:29</u> a.m.	Period 8	<u>2:47</u> p.m. – <u>3:30</u> p.m.

Elementary Schedule

Preschool	8:05-11:20 OR 12:15-3:30
	Friday's - No School
Grades K-5	8:05-3:30
	Friday's - 9:05-3:30

Section 2 Severe Weather and School Cancellations

The Superintendent may 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, law enforcement advisories or civil defense officials indicate that it would be unwise to hold 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).

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. **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 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.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. 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.

Section 3 Closed Campus

All students are required to remain on campus during the school day.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 30 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Section 5 Miscellaneous Procedures

A. Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

B. Child Custody

Parents and others, with permission from parents, will be allowed to pick up students from school. The District will try and respect the rights of parents, both custodial and noncustodial, to participate in the education of their child. Absent a court order, decree or other documentation, the school will assume both parents have equal custodial rights and shall allow both parents to visit or pick up the child from school.

If the custodial parent indicates that the non-custodial parent should not visit the school, or the non-custodial parent does not have authority to take the child from the school, it shall be the custodial parent’s responsibility to immediately provide the District with documentation regarding any restrictions applicable to the non- custodial parent, such as a court order or decree. When in doubt about releasing the student, the District shall call the

custodial parent. The custodial parent will be required to come to school if there is any dispute about whether the non-custodial parent may take the child off school premises. The non-custodial parent shall be kept informed during this situation. Throughout the process, the District's primary concern shall be looking after the best interest of the student.

If a non-custodial parent is subject to a court order or other authority restricting his or her access to or custody of the student, the non-custodial parent will not be entitled to visit or pick up his or her child at school.

If ever a parent resists the District's actions or becomes disruptive, the school administrator will seek all reasonable and necessary assistance, including law enforcement.

C. Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 5, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to two (2) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

D. Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

E. Birthday Treats, Snacks, and Drinks

In the safety for students with severe, life-threatening food allergies, birthday treats, snacks and drinks should be individually packaged with ingredient labels. No homemade items will be allowed. Teachers and school staff may provide non-food and non-drink incentives and rewards in classrooms at their discretion. The Principal's Office will provide recognition of each student's birthday celebration, as appropriate. Teachers may also choose to recognize students' birthdays. Any other food, snacks or drinks provided at school, outside of the daily school meals program, must have prior approval by the Principal and/or school nurse.

F. Animals in the Classroom

Due to health concerns, furred and feathered animals are not allowed in classrooms without prior approval from the building administrator. Service animals are allowed.

G. Personal Party Invitations

In order to maximize instructional time for our teachers and our students, we ask that you NOT distribute birthday party or any other type of invitations at school. It is the policy of the District that we cannot give out addresses, phones numbers or email addresses of our students for any reason, including party invitations.

Article 3 - Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please 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:	\$1.00
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 4 Lockers

Each student will be assigned a locker in grades 6-12. 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 locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 5 Searches of Lockers and Other Types of Searches

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

The following rules 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 is to 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 will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

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

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. A courtesy phone is available for student use. This is NOT to be used during class time. Use of the phone is not an excuse to be tardy to class.

Section 8 Bicycles

Bicycles must be parked in the racks provided or in other areas designated by school officials. 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

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary 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 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 articles are periodically donated to designated charitable organizations.

Section 11 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Section 12 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 13 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 14 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. 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.

Section 15 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.

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 staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. 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:
 - 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.
 - 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 (2) reasons, depending on circumstances such as the student's absence record, 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.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed. Students arriving 25 minutes or more late to a class period without approval will be considered absent.
3. Waived Absences – These are absences that are NOT counted against a student's total number of days absent and the student receives no disciplinary consequences for his/her absence. Examples would be: school sponsored activities, doctor/dental appointments with a visitation slip stating the time of the appointment and when the visit ended, verified court appearance, hospitalization, or family funerals.

The Principal has the authority and the discretion to determine excused or unexcused absences. The following absences from school will be considered excused, but may count against a student's total number of days absent:

1. Personal illness or accident
2. Serious illness/injury or death of an immediate family or household member and or close friend.
3. Medical/dental or legal appointments that cannot be made other than during school time. Students are urged to schedule these on weekends, before and after school, or during study hall times. The doctor's office will be required to note the time at the completion of the appointment.
4. Family vacations that have been given prior approval by the building principal. Students should fill out a pre-arranged absence form from the office and have it signed by their teachers before leaving on vacation. In order to receive full credit, assigned work must be completed prior to the student leaving on vacation.
5. Pre-approved college visits as arranged through the high school counseling office and verified with an appointment card.
6. Students who wish to attend an NSAA district or state event must complete the form 24 hours prior to attending and meet the established guidelines.

Other compelling situations and circumstances as approved by the administration.

The following absences will count toward the ten-day absence limit:

1. Any unexcused absence
2. Attendance at any NSAA district or state event in which Louisville High School Students or Teams are not competing.
3. Attending the state fair
4. Armed Service physicals
5. Job Shadowing (unless tied directly to a class project).
6. Attending work with a parent
7. Other activities not specifically school sponsored

Recording of Absences

All absences are recorded to meet State requirements and for student report cards. This is a recording of actual absences and is not to be confused with the Attendance Policy regulations. Students will be counted absent by period. Absences will be recorded for each class period that the student misses. Unless the student is absent the entire day, at which time he/she will be counted absent the full day.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Elementary

If a student is not in their class when the bell rings, they are considered tardy. Students will be expected to sit out their recess time the day the tardy occurs. Students late because of delayed arrival of the bus will not be counted tardy. If a student is late to class for any other reason, they

are considered tardy and the teacher shall record the tardy. There will be a face-to-face conference between the parents/guardian and the building administrator after every seven tardies (ex. 7, 14, 21, etc.) to discuss ways to guarantee the student(s) arrives to school on time. This will be counted toward the ten-day absence limit.

Middle School/High School

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. If a student is not in their first period class when the bell rings, they are tardy. Arriving to first period class more than 25 minutes late is considered an absence. Students will be expected to make up the time they missed. Students late because of delayed arrival of the bus will not be counted tardy. The office will record first period tardies and write tardy passes for first period only. There will be a face-to-face conference between the parents/guardian and the building administrator after every seven tardies (ex. 7, 14, 21, etc.) to discuss ways to guarantee the student(s) arrives to school on time. For periods 2 through Pride Time, if a student is detained in a classroom or in the office and is not able to arrive to the next class on time, the staff member detaining the student must give the student a pass to the next class and the student shall not be counted tardy. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 3 Absence Procedures

A student who has been absent for any reason should report to the office upon their return to school, before going to any classes. Students are required to bring a written statement or have their parents/guardians call the school with an excuse and time covered by the absence.

Section 4 Make-up Work

Written 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. For unexcused absences, the student may receive a failing mark for or in each class period missed.

Work must be made up within the time allowed. Students with excused absences will have one day for every day absent plus one more day to make up the work. For example, a student absent two days will have three days to make up their work. It is the student's responsibility to contact their teachers for any make-up work that needs to be completed. Any student not making up work in the allotted time frame may receive a grade reduction. Extensions for student makeup work may be granted through the classroom teacher.

Section 5 Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests and/or scheduled activity performances. Failure to attend will result in a student being withheld from participation in the activity. Students must attend at least 4 periods of the regularly scheduled school day to participate in practice for athletic contests and/or school sponsored activities.

The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 6 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

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 six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the building administrator. The building administrator shall immediately cause an investigation into any such report to be made. The building administrator shall also investigate any case when, based on the building administrator's personal knowledge or based on a report or complaint from any resident of the district, the building administrator 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.

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) unexcused absences or the hourly equivalent 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 the Nebraska truancy laws (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 law. If within one (1) week after the time the 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.

Nebraska State Statute

79-201. Compulsory education; attendance required; exceptions; reports required.

(1) For purposes of this section, a child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age.

(2) Except as provided in subsection (3) of this section, every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, private, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section [79-1601](#) not to meet accreditation or approval requirements, each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable.

(3) Subsection (2) of this section does not apply in the case of any child who:

(a) Has obtained a high school diploma by meeting the graduation requirements established in section [79-729](#);

(b) Has completed the program of instruction offered by a school which elects pursuant to section [79-1601](#) not to meet accreditation or approval requirements;

(c) Has reached sixteen years of age and has been withdrawn from school pursuant to section [79-202](#);

(d)(i) Will reach six years of age prior to January 1 of the then-current school year, but will not reach seven years of age prior to January 1 of such school year, (ii) such child's parent or guardian has signed an affidavit stating 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, and (iii) such affidavit has been filed by the parent or guardian with the school district in which the child resides;

(e)(i) Will reach six years of age prior to January 1 of the then-current school year but has not reached seven years of age, (ii) such child's parent or guardian has signed an affidavit stating that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to section [79-1601](#) not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to subsection (3) of section [79-1601](#) on or before the child's seventh birthday, and (iii) such

affidavit has been filed by the parent or guardian with the school district in which the child resides; or

(f) Will not reach six years of age prior to January 1 of the then-current school year and such child was enrolled in a public school and has discontinued the enrollment according to the policy of the school board adopted pursuant to subsection (4) of this section.

(4) The board shall adopt policies allowing discontinuation of the enrollment of students who will not reach six years of age prior to January 1 of the then-current school year and specifying the procedures therefor.

(5) Each school district that is a member of a learning community shall report to the learning community coordinating council on or before September 1 of each year for the immediately preceding school year the following information:

(a) All reports of violations of this section made to the attendance officer of any school in the district pursuant to section [79-209](#);

(b) The results of all investigations conducted pursuant to section [79-209](#), including the attendance record that is the subject of the investigation and a list of services rendered in the case;

(c) The district's policy on excessive absenteeism; and

(d) Records of all notices served and reports filed pursuant to section [79-209](#) and the district's policy on habitual truancy.

Article 5 - Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A	94-100
B	86-93
C	78-85
D	70-77
F	0-69

Each teacher will define the grading procedures to be used in their classes.

Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

Music and P.E. will not be used as criteria for determining the honor roll in grades 9 -12. P.E. classes will be integrated. Select vocal groups will be limited by tryouts. Some courses are prerequisites to the advanced classes. These include courses such as: Industrial Arts I before General Woods, Advanced Woods, Auto Mechanics, or Metals; Algebra I before Geometry; Basic Art before Art II etc. Any exceptions are to be approved by the Principal.

All high school students will be enrolled in a minimum of 8 classes per semester.

The class schedule will be made to accommodate students having the necessary credits. Those lacking credits must make up the shortage before being allowed to graduate.

Classification of Students

Students will be classified by credits earned toward graduation at the beginning of each year and they will remain in that classification until the beginning of the next school year.

Students will be classified as freshmen until they have met the following requirements.

Sophomores - Must have earned at least 50 hours of credit.

Juniors - Must have earned at least 100 hours of credit.

Seniors - Must have earned at least 160 hours of credit.

Section 3 Graduation Requirements

To participate in commencement exercises or receive a Louisville Public Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Louisville High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive, except for students who

are on an individualized education plan (outlined in board policy). A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

A student shall be recognized as graduating “With Distinction” if the student has completed the required number of academic credits with a minimum grade average of 91.0%.

A student shall be recognized as graduating “With High Distinction” if the student has completed the required number of academic credits with a minimum grade average of 94.0%.

A certificate of attendance may be issued to students who have not completed enough credit hours to qualify for a diploma. Students receiving a certificate of attendance may not participate in Commencement exercises.

Each student shall clear the record of disciplinary action, pay all dues, fees, and fines, return all equipment or materials belonging to the school and complete all assignments before they are recommended for graduation or receive a certificate of attendance.

College entrance requirements differ. It is recommended that students contact the college of their choice for specific information about the requirements.

Satisfactory completion of the following courses must be presented in the candidate’s record:

English	40 semester hours
Social Sciences	35 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	10 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Section 4 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. 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 5 Schedule Changes

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

Section 6 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 appropriate.

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 7 Report Cards

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences will be held twice each school year. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for each quarter and semester. Middle School/High School students will be recognized accordingly:

- i) Students receiving 94.0% and above for all classes will be classified as being on the "Gold" Honor Roll.
- ii) Students receiving 91.0%-93.9% will be classified as being on the "Silver" Honor Roll.
- iii) Students receiving 88.0%-90.9% will be classified as being on the "Bronze" Honor Roll.
- iv) All class grades are figured the same for honor roll status.
- v) Honor roll lists are published in school and community publications.

Section 10 National Honor Society

The National Honor Society chapter of Louisville Public School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council.

Students in the 10th, 11th, or 12th grades are eligible for membership. Students having completed 3 semesters of high school and having achieved a cumulative GPA of 90% or higher are invited to provide more information for possible induction.

Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Nick Bausch.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any

extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

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

Section 11 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 to misrepresent 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.

(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 re-written 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:

(1) 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.

(2) 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 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 for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism 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. Credit for the class may be withheld pending successful completion of the replacement test or project.
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 a 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.

Section 12 Early Entrance to Kindergarten

To be eligible for enrollment in kindergarten, a child must have reached his or her fifth birthday on or before October 15 of the current school year.

Any child who reaches the age of five after October 15 and before February 1 of the current school year may be admitted to kindergarten provided that child's parent or legal guardian requests admission under one of the following:

1. The parent/guardian provides a written statement that the child attended kindergarten in another school district in the current school year or that the family anticipates a relocation to another school district where kindergarten admission will be allowed within the current school year.
2. The child demonstrates that he or she is capable of carrying out the work of the

kindergarten curriculum through appropriate assessment procedures and entrance guidelines established by the board of education and superintendent.

Purpose

Nebraska Statute 79-214, provides for districts to admit children as early entry kindergartners through confirmation by documentation of previous attendance in another school district kindergarten program, anticipated attendance through relocation to another district where kindergarten admission will be allowed within the current school year, or a locally designed testing program. Students admitted for early entrance should demonstrate advanced levels of comprehension, have an extensive speaking vocabulary and advanced listening/memory skills or numerical ability. Students should also demonstrate a social competence commensurate with the expectations of the kindergarten curriculum.

The evaluation for early entrance to kindergarten is to consist of a thorough assessment of the child's developmental levels to include cognitive, social, emotional, physical and perceptual-motor areas. Whenever possible, social, emotional, and perceptual-motor development shall be assessed by the use of formal instruments in addition to the examiner's professional judgment.

Requirements

Parent/Guardian Responsibility

Initiate, authorize screening and evaluation is the responsibility of the parent/guardian. The parent/guardian shall contact the elementary principal to make an appointment for an early entrance to kindergarten meeting. Parent/guardian must request to have his/her child evaluated for early entrance to kindergarten under these procedures and provide all of the necessary support materials to the evaluators.

Administrative Procedures

Children must be five years of age prior to February 1st of the early entrance year for admittance into the Louisville Public Schools kindergarten program. No exceptions will be made to the February 1st date.

Parents must apply for early entrance prior to July 1st of the early entrance school year.

Upon application, a screening conference will be conducted with the parent(s) and building principal to discuss the district kindergarten curriculum and early entrance procedures. It is the responsibility of school personnel to explain the nature and objectives of the assessments to parents/guardians. Parents must furnish the child's birth certificate at the time of the conference and will be requested to complete the child screening information.

After the screening conference, the principal will indicate the outcome of the conference to the superintendent. If a decision to individually evaluate the child is recommended by the principal, the district will determine the testing schedule.

After receiving parent/guardian written permission, the intellectual/achievement evaluation will

be conducted by the school psychologist. The evaluation must be completed within 60 school days prior to the beginning of the school year.

The application fee for early entrance will be \$100 to be borne by the parent or guardian and be received with the parent/guardian written permission for the individualized evaluation.

Evaluation

The evaluation shall draw upon information from a variety of sources, including aptitude and achievement tests, parent input, teacher input, adaptive behavior; and insure that information obtained from all sources is documented and carefully considered in the eligibility decision.

The evaluation shall include the administration of the Dial 4 for round one. If the student achieves at the 98%ile on the Dial 4, then students will move on to Step 2 in the evaluation process, which includes the Wechsler Preschool and Primary Scale of Intelligence-Revised, and other selected assessment instruments will also be used. The child's full scale percentile score must be at the 96th percentile (IQ=126) to qualify for early entrance. In addition to general cognitive development, the evaluator must consider the overall profile of development with special attention to variability or scatter which might indicate potential difficulties in school learning.

The child shall demonstrate a social competence and emotional maturity that can be documented as part of the evaluation. Social competence and emotional maturity may be documented through completion of Adaptive Behavior Assessment System and/or Behavior Assessment System for Children-2 forms by preschool/daycare provider and parent, as well as observation with a 85%ile or greater, an interview/report of a preschool/day-care provider, parent report and observation.

After the evaluation, school personnel shall contact the child's parent/guardian to discuss the evaluation methods and results. During the discussion a decision will be made to accept or decline the early application based upon professional judgment of the evaluators.

After the placement decision, an evaluation report documenting eligibility shall be written by the school psychologist, reporting the child's strengths, weaknesses and potential educational needs. A copy of the report will be sent to the parents/guardians, school principal and the superintendent.

There is no provision in this policy and administrative procedures for a reevaluation, retest or appeal of the decision of the evaluators.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

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 (3) 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 will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given 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). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's 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. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no

greater cost to you than would be incurred if your child were placed in a program operated by the school district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Student Assistance Team (SAT)

The Student Assistance Team will assist teachers in meeting the needs of students experiencing difficulty in the classroom.

When a student begins to experience either academic or behavior problems it is the responsibility of the classroom teacher to initiate the process by completing a SAT referral. The guidelines that follow are provided to help teachers plan for a Student Assistance Team (SAT) meeting.

1. Determine that there is problem.
2. Send the student to the nurse for a vision, hearing, and dental screening.
3. Contact parent/guardian to discuss the problem.
4. Schedule a meeting with the Student Assistance Team.
5. Discuss the problem and brainstorm three different interventions with the Student Assistance Team.
6. Reschedule follow-up meeting for six weeks.
7. Ask the counselor, psychologist, and/or principal to observe the student in a classroom setting.
8. Plan, implement, and document informal corrective steps or interventions.
9. Determine if problem is solved.
10. If the problem is solved, the process is completed.
11. If the problem is not solved, continue documentation and submit a SAT referral to the SAT Team Leader.

The results of all interventions must be documented. This data is of key importance in reaching a solution to the problem. Samples of student work, notes to and from parents as well as your own observations are important pieces of documentation.

***When coming to the SAT meeting, bring documentation, completed SAT forms, portfolio, list of interventions, information on outcomes mastered, and any other data that will assist in making appropriate recommendations.

Section 4 Guidance Services

Louisville Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 5 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 medication by you outside of school hours. In the event it is necessary that your child have medication available at school, the parents/guardians must provide the medication along with a signed medication consent form. This form can be found in the back of the handbook, nurse's office, as well as on the LPS website.

Medications must be provided to the school by the parent/guardian. This includes Tylenol, Ibuprofen, etc. as well as any prescription medications. All prescription medication must have a doctor's order accompany it (this is usually the white label that is wrapped on the bottle or on the box). Inhalers and EpiPens fall into the prescription medication category. All over-the-counter medication will be given as directed on the box, unless there is a doctor's order stating otherwise. No expired medication will be administered. No narcotic medications, this includes pain pills, cough syrup with codeine, etc. will be administered at school. If your child needs to take this medication, then they need to stay home.

Health Screenings

The school health services perform screenings throughout the year for height, weight, vision, hearing and dental. Written referrals are made to the parents if an area of concern is identified. Please report the findings of any additional testing to the school, so the information can be added to your child's health record. The following schedule for health screenings is generally

followed:

Labels

Weight/Height:	K-4, 7 th & 10 th grades
Vision:	K-4, 7 th & 10 th grades
Hearing:	K-4, 7 th & 10 th grades
Dental:	PreK-5 th , 7 th & 10 th grades

All new students will be screened for vision and hearing as will all kindergartners not tested prior to entering school. Parents or teachers can request a test anytime they feel a student is experiencing vision or hearing difficulty.

Asthma/Allergic Emergencies

If you know that your student has asthma or a known allergy, it is *critically* important that you communicate this information to our school staff. For each student with a known allergic condition or asthma must provide the school with (1) written medical documentation, (2) action plan, (3) medications as directed by the physician. In the event that your student experiences a life threatening asthma attack or allergic reaction, we will defer to the action plan and medications that you have provided. If the student has no medical documentation, action plan, or medication here at school, we will defer to the regulatory emergency protocol that is described below.

The Emergency Protocol is as follows:

- Call 911
- Administer the EpiPen injection
- Administer a nebulizer treatment
- Send to Emergency Room by rescue squad

The protocol steps are designed to provide quick, effective care, in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs/symptoms of a life threatening emergency and how to properly carry out the emergency protocol. The protocol is a standing medical order that has been signed by Dr. Richard Osterholm

Parents of a student who has been diagnosed with asthma/anaphylactic reaction must supply all necessary medications and equipment for managing their condition. This includes but is not limited to inhalers, nebulizer tubing/mask, EpiPens, etc. We cannot stress enough the importance of asthmatic students having inhalers at school **at all** times. MS/HS students are allowed to carry their inhalers/ EpiPens with them after receiving the proper paperwork (signed medication form, doctor's order, current expiration date and a signed action plan from the doctor). We still encourage the parents to send a “back-up” inhaler to keep in the nurse's office, in case of emergencies like the students forgets their inhaler at home, etc.

Student Illnesses

School nurse 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 100 degrees or greater, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse

that the student's condition prevents meaningful participation in the educational process, presents a health risk to the student or others, or that medical consultation is warranted unless the condition resolves. If a student has a fever, he/she must be fever free for 24 hours without fever-reducing medication before returning to school. If your child has been diagnosed with a communicable disease for example (strep, pink eye, ringworm, etc.) he/she must be on antibiotics for 24 hours before returning to school and /or a doctor's note for reentry. Students with severe coughs should remain at home. It is very difficult to teach/learn with the constant interruption of a cough.

Please include emergency daytime phone numbers on your student's information sheet so that you can be reached if your student becomes ill or injured while at school. No student may be excluded until a parent or a responsible adult has been contacted. A daily nurse's log will be kept and all incidents, illnesses and accidents will be recorded. Please also inform the school nurse of health related information you feel is important for your student's success in the classroom and/or safety at school.

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. Students will be sent home immediately from school with live head lice.
2. School nurse will provide information and instructions, including how to check and identify head lice to the parent.
3. A student sent home for head lice **must be inspected and cleared by the school nurse before returning to the classroom.**
4. A student who was sent home with head lice will be re-checked again in 7-10 days.
5. Head checks will be conducted as needed in order to control the condition at school. *Nit removal will be emphasized for effective management of the condition.

If you have questions or concerns about the protocol or your student's health issues, please contact the school nurse.

Concussion Information and Policy

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete and/or student does not have to lose consciousness ("knocked-out") to suffer a concussion.

Louisville Public Schools will follow the policies and guidelines set forth by the State of Nebraska (Concussion Awareness Law – LB 260). Safety is a priority at Louisville Public Schools in all areas of the educational process. Along with LB 260, teachers and coaches will follow four basic steps:

1. Remove the student/athlete from play or activity.
 - a. Look for signs and symptoms of a concussion when there has been a bump or blow to the head. When there is doubt, the student/athlete will be kept out of the activity.

2. Inform the student/athlete's parents or guardians about the possible concussion as well as administration and school nurse.
3. Keep the student/athlete out of the activity until a health care professional, experienced in evaluating for concussion, provides written and signed clearance that they are symptom-free and it's OK to return to the activity. In addition, written permission to resume participation from the student/athlete's parent or guardian must be received.
4. Return to the activity will be a progression and will not entail full inclusion once clearance is provided.

Symptoms of a Concussion:

Appears dazed or stunned	Headache
Confusion	Nausea or vomiting
Difficulty remembering or paying attention	Balance Problems or Dizziness
Sleep problems	Double or blurry Vision
Moves Clumsily	Sensitivity to light or noise
Answers Questions Slowly	Loss of consciousness
Feeling Sluggish, hazy, foggy, or groggy	Mood or personality changes

What should a student/athlete do if they think they have a concussion?

1. **Don't hide it. Report it.** Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your teacher, coach, parent, school nurse and/or athletic trainer if you think you or one of your classmates/teammates may have a concussion. Don't let anyone pressure you into continuing the activity with a concussion.
2. **Get Checked Out.** Only a health care professional can tell you if you have a concussion and when it's OK to return to play.
3. **Take Care of your brain.** A concussion can affect your ability to do schoolwork and other activities. Most students/athletes with a concussion get better and return to the activity, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

Resource:

Centers for Disease Control and Prevention <http://www.cdc.gov/headsup/index.html>

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. 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 who do not wish their child to participate in the school screening program must communicate this in writing to the school health office 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 and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A 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 must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

**Summary of the School Immunization Rules and Regulations
For 2017-2018 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 1st 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 5/2015

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy 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.

Section 6 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

I. General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pickup time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. 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 an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Reentry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and reentry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and reentry programs that appropriate school personnel consider to be of benefit.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, 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.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product including e-cigarettes or vaping devices.

Disciplinary Sanctions

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 expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Alcohol, Drugs, & Tobacco

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students on school premises or as part of any activity is prohibited and will not be tolerated. Louisville Schools will reserve the right to periodically invite the Sheriff's Department's trained Drug Dog to search the school building, school grounds and vehicles parked on those grounds.

The Louisville Board of Education has adopted the following policy: Any student caught smoking, drinking or involved in the use of drugs or possession of tobacco (including e-cigarettes and vaping devices), alcohol or other drugs and paraphernalia on school property or during a school activity of any kind is subject to disciplinary action. This disciplinary action will be in effect whether the incident occurred before school, after school or on the weekend.

- Smoking/drinking - first offense - 5 days immediate OSS suspension.
- Smoking/drinking - second offense - 10 days immediate OSS suspension.
- Smoking/drinking - third and successive offenses - long-term suspension or expulsion.
- Drug involvement - first and successive offenses - long-term suspension or expulsion.

In the event of disciplinary proceedings against any student for any District policy pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with the student and his/her parents or guardian concerning available drug and alcohol counseling, rehabilitation and reentry programs that appropriate school personnel

shall consider to be of benefit to the student and his/her parent or parents or guardian.

In the event the student and/or parent are dissatisfied with the decisions of the school, they may request that additional due process procedures occur.

Intervention

The 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 environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

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.

Article 8 - Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of School Discipline

A. 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 (5) school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Louisville Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) 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.

C. Expulsion:

1. 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 (a) the misconduct occurred within ten (10) 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) the misconduct occurred within ten (10) 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) 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.
2. 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. The suspension pending hearing may be imposed 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.
3. 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.
4. 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.
5. 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 (1) 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.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, 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.

D. Other Forms of Student Discipline. Administrative and teaching personnel may 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.

Section 3 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.

A. 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. 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 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; or
12. 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 those students riding Louisville Public Schools' buses.
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 (1) 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 (1) 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.

B. 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 at Louisville Public Schools 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 or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by 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) Electronic Devices

a. Philosophy and Purpose. Louisville Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. 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.

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 not permitted to possess or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, during passing time, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). 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.
- (3) 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 laptop computer for a class presentation).
- (4) 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 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.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. 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, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. 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.

g. 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.

- (3) Harassment and Bullying Policy: One of the missions of Louisville Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such

behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) 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:

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

- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
- c. Assignments for all classes are due as assigned by the teacher.

- d. Students are not to operate the mini-blinds or the windows without permission of the teacher.
- e. 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.
- f. Students are to be in their seats and ready for class on the tardy bell.
- g. 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.
- h. 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.
- i. Snow handling is prohibited.

(6) Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, nonrenewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.
- (7) Risks of MySpace, Facebook and other Social Networking:
The purpose of this message is to give our students information about the risks of

using MySpace, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now online may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

Social Networking Sites have published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using Social Networking Sites in general:

- Don't forget that your profile and forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screen name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out everyday after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the proper authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, certain social media sites will delete your profile.

We urge all students to following these common sense guidelines.

Section 4 Reporting Student 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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event 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 shall be the policy of the Louisville Public Schools 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) 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, staff or other persons or which is required by law to be reported.

Students are expected to behave in ways that are respectful, responsible, and safe. When disciplinary action is needed the following core beliefs will be the basis for handling each situation:

1. Every attempt will be made to maintain the dignity and self-respect of all the parties involved.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving as opposed to a personal attack on school or staff.
6. Students will be encouraged to request a "due process" hearing whenever consequences appear to be unfair.
7. School personnel will handle school problems. Criminal activity will be referred to the proper authorities.

When a problem occurs, the parties involved should work to resolve the problem. When the parties cannot find a solution, the problem may be referred to another person, teacher or administrator, who will facilitate the problem-solving process. Parents may be contacted when a problem has been resolved to inform them of the consequences. Parents may also be contacted when the problem cannot be resolved and the administrator feels the students need to spend some

time outside of the classroom or school setting. Repeated violations of school rules or illegal activity may result in suspension or expulsion from school.

Behaviors that may result in suspension or expulsion:

1. Use of obscene or vulgar language or gestures
2. Teasing or verbal, physical or sexual harassment of any student or school employee
3. Causing or attempting to cause personal injury to any school employee, volunteer or student (including fighting)
4. Unexcused absences from school, chronic absenteeism, or truancy (secondary only)
5. Stealing or theft of personal or school property of value
6. Possession, use or being under the influence of tobacco products, alcohol, illegal drugs or imitation controlled substances (including e-cigarettes) on school grounds
7. Vandalism (criminal acts)
8. Public indecency as defined by the state law
9. Tampering with a fire alarm system, pull stations, smoke detector or fire extinguisher
10. Knowingly possessing, handling or transmitting a weapon or items used with weapons (bullets)
11. Sexual assault or attempted sexual assault
12. Engaging in any behavior that is considered a felony by law
13. Insubordination
14. Repeated violation of school rules
15. Disrespect for others or their property including discriminating gestures or comments about age, sex, race, color, national origin, religion or handicap

Suspensions

A student may be assigned an In-School Suspension for infractions of the Louisville School's Handbook. Students will be placed in a designated area for a period not to exceed five (5) school days. Students will not be counted absent and will be expected to complete all classroom assignments. Full credit for assignments may be given at the discretion of the Principal. The student will be ineligible for all school activities during this time. In-school suspension hours are 8:05 a.m. to 3:30 p.m.

A student may be assigned a short-term out-of-school suspension for infractions of the Louisville School's Handbook. Students will not attend school for a period not to exceed five (5) days. The absence will not count against the 10 days absences allowed for students. Full credit for assignments may be given at the discretion of the Principal. The students will be ineligible for all school activities during this time.

Emergency Exclusion

A student may be excluded from Louisville Public School, if the student's presence and/or conduct present threats to the physical safety of the school community, or until the circumstances justifying the exclusion have been resolved.

Expulsions

Long-term suspension will result in the student being suspended from school for a period exceeding five (5) days but less than twenty (20) days. Expulsion from school is limited to the remainder of the current semester plus the following semester of school. Suspensions and expulsions are governed by procedural and due process.

Dismissal From Class

A student may be dismissed from a class for unsatisfactory behavior. Should this occur, he/she will report to the Principal's office. On the first offense, the student, teacher, and principal will confer about the situation. On the second offense, the student will stay out of the class for the next three class meetings. On the third offense, a conference will be held with the student, parents, teacher, and principal. The student **may** fail the class for the semester and may not be allowed to go back to the particular class for the remainder of the semester.

Alcohol, Drugs, & Tobacco

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students on school premises or as part of any activity is prohibited and will not be tolerated. Louisville Schools will reserve the right to periodically invite the Sheriff's Department's trained Drug Dog to search the school building, school grounds and vehicles parked on those grounds.

The Louisville Board of Education has adopted the following policy: Any student caught smoking, drinking or involved in the use of drugs or possession of tobacco (including e-cigarettes and vaping devices), alcohol or other drugs and paraphernalia on school property or during a school activity of any kind is subject to disciplinary action. This disciplinary action will be in effect whether the incident occurred before school, after school or on the weekend.

- Smoking/drinking - first offense - 5 days immediate OSS suspension.
- Smoking/drinking - second offense - 10 days immediate OSS suspension.
- Smoking/drinking - third and successive offenses - long-term suspension or expulsion.
- Drug involvement - first and successive offenses - long-term suspension or expulsion.

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

In the event the student and/or parent are dissatisfied with the decisions of the school, they may request that additional due process procedures occur.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Activities

Students are encouraged to take part in a variety of activities offered at Louisville Schools as a reflection of their total education. Membership in activities is available to all eligible students as per the NSAA guidelines for interscholastic activities.

Membership in activities is recorded in the student's cumulative file for future reference. Prospective employers, organizations, colleges, and letters of recommendation are all reasons for maintaining this information.

The following is a list of senior high activities offered at Louisville Schools: Football, Wrestling, Basketball, Softball, Volleyball, Track, Cross Country, Drama Club, Yearbook, Quiz Bowl, All-School Play, One Act Play, Foreign Language Club, Marching Band, Band Contests, Jazz Band, Pep Band, Vocal Music, Swing Choir, Solo and Small Groups, Cheerleading, Dance, L-Club, National Honor Society, Student Council, SkillsUSA, and Class Officer.

Sponsors and Activities (Subject to change)

Mr. Bassigner	Elem./MS & HS Vocal Music
Mrs. Bauers	1-Act Play Production
Mr. Bausch	Assistant HS Football, Assistant HS Track, National Honor Society
Ms. T. Beck	Head MS Volleyball, Junior Class Sponsor
Mrs. J. Beck	Assistant MS Volleyball
Mr. Brewer	Head MS Girls Basketball, Assistant MS Boy's Basketball, MS Football
Mr. Carlson	Assistant HS Boy's Basketball, Senior Class Sponsor
Ms. Cole	Culinary
Ms. Conde	Foreign Language Club
Mr. Eddy	Asst. HS Boys Basketball, Asst. MS Track, Sophomore Class Sponsor
Ms. Engel	Assistant HS Track
Mr. Geise	Activities Director
Ms. Graham	MS Student Council
Mr. Hammer	Girls/Boys Cross Country, Co-L-Club Sponsor
Mr. Haun	Assistant HS Girl's Basketball
Mr. Hupf	Assistant HS Volleyball
Mr. Johnson	Head HS Girls BB, Head MS Boys Track, Co-L-Club Sponsor
Ms. Kleven	MS Student Council
Ms. Klimek	MS Quiz Bowl, Spring Play, Head MS Girls Track, SkillsUSA
Mr. Knott	Assistant HS Wrestling, Assistant MS Wrestling
Mr. Krause	MS Football, HS Quiz Bowl, Speech Team
Ms. Krejci	HAL
Ms. Nuss	Assistant 1-Act Play Production
Ms. Pankonin	Dance Team
Ms. Petersen	Yearbook, Freshman Class Sponsor
Mr. Petersen	MS Boys Basketball, Assistant MS Girl's Basketball

Mr. Rasby	Head HS Track, Head HS Football, Co-L-Club Sponsor
Ms. Schmitt	Assistant Cheerleading
Mr. Schmitt	Head HS Wrestling, MS Wrestling, Co-L-Club Sponsor
Mr. Stewart	High School Student Council
Mrs. Stieren	Co-Head Softball, Co-L-Club Sponsor
Ms. Sutter	Assistant Cross Country
Mr. VanMeter	MS Quiz Bowl
Ms. Waggoner	Head HS Volleyball
Mr. White	Elementary, Middle School, & High School Band
Mr. Zahn	Head Boys Basketball, Asst. Football, Co-L-Club Sponsor, Assistant HS Track
Mr. Zweep	SkillsUSA

Activities Calendar

All activities must be approved and scheduled through the Activities Director. All plans, meetings and activities of any organization or class within the school must be approved by the sponsor and administration, at which time provisions will be made on the main building calendar.

Organizational Meetings

Meetings will be held throughout the year at specified times at the request of the organization President with approval of the sponsor. Meetings shall be scheduled with the Activities Director. Students not connected with the meeting will remain in the assigned room for that period until the end of the period with the teacher in charge. It will be the responsibility of the newly elected Secretary to leave in the office the names of students elected to offices after their organizational meetings have taken place.

Treasurers of Classes or Organizations

The sponsor and administration must approve all purchases of items. When any purchase is made, you are to sign the charge slip at the store and bring the duplicate copy to the sponsor or office. Treasurers must bring the bills or invoices to the office when you want payments made, along with your payment voucher. Schools are exempt for sales taxes, so see that these are not added on bills for your organizations or classes.

It will be the responsibility of the class or organization to collect all dues assessed to members of the class or organization. It should not be expected that the office would take over this responsibility. Dues should be kept in line with needs and not be excessive.

Students choosing not to pay class dues or participate in fund-raising will not be allowed to participate in the activities or events planned by or scheduled for that class.

Fundraising Activities

Approximate dates and specific fund-raising activities for classes and organizations are assigned in an attempt to avoid conflict with other similar activities. Sales of fund raising items on school premises are limited to those approved by the Administration. Items, which are not school related or sponsored, will not be approved. **Students may not sell food items of any kind during the lunch periods.**

Activities, Practices, and Attendance Requirements

Students must be in attendance a half-day to attend practice(s). Students participating in a school activity must be present the day of the activity for the full school day. Students must meet weekly eligibility requirements and must have passed 20 credits the preceding semester to be eligible. See Appendixes B & C for rules and regulations concerning participation in interscholastic activities.

Make-up School Work

All schoolwork to be missed because of activity/competition must be made up or arrangements to make-up approved prior to departure.

Activities - Costs

Costs of a band or disc jockey, materials, decorations, supplies and equipment are to be cleared through the administrative office for all school activities and groups. Costs for services should be monitored and evaluated.

Cheerleaders

Pep rallies are to be arranged through the Activities Director by NOON Monday of the week of the rally. Louisville Schools shall follow the NSAA policy of not allowing the use of mounts and pyramids in connection with any school activity.

Gym Floor

Only tennis shoes are permitted on the wood floor for activities. This rule pertains to practices, P.E., games and all other related activities in the gym. No shoes except wrestling shoes are to be worn on the wrestling mats.

Insurance and Exams

Any student grades 9-12 participating in athletics must have a physical examination by a licensed physician. Student physicals are at the expense of the parent. Physicals and parental permission forms must be on file in the office prior to the athlete's first practice.

Student accident insurance and football insurance purchased through the school will be available and is encouraged for all students. The policy and application forms will be made available at the beginning of each year. The student or athlete pays all insurance costs. If the student decides not to purchase insurance through the school, a release form and/or insurance form are to be returned to the school, thus freeing the District from personal injury liability.

If an injury occurs, forms may be picked up at the office to complete in order to receive payment. The student will be responsible for obtaining the form and having it filled out by the doctor.

Locker Rooms

Please help keep the shower rooms, floors, and lockers clean. Avoid leaving money or valuables in lockers. **CELL PHONES ARE NOT ALLOWED IN LOCKER ROOMS.**

Transportation

School buses are used to transport students to and from school and school activities. All team members (coaches, sponsors, managers, athletes, participants) are expected to travel to and from competition/performance sites on school-provided transportation. Exceptions may be approved by an Administrator provided a Student Transportation Release Form has been completed and filed with the Administration at least 24 hours prior to the event, and the coach/sponsor has been notified. Forms are available in the office.

Louisville students and sponsors are representing Louisville High School and the community. Responsible, respectful, safe behavior is expected. Pride in our school should be reflected in bus behavior. The following bus rules will be in effect:

- There shall be a sponsor and/or driver in charge of the bus at all times
- Riders are to be seated and are to keep all parts of their body inside the bus
- Bus drivers have authority and may assign seats if necessary
- Buses are an extension of the school and rules will apply
- Drivers will report any misconduct to the Administration
- Students may be suspended from riding the bus if misbehavior continues
- The rear door is to be used only for emergencies
- Students will be instructed in evacuation drills at least two times a year
- Take care of the bus. Clean up trash when leaving the bus.

Rules and Procedures Concerning Participation in Interscholastic Activities

The Board of Education hereby establishes and adopts the following rules and procedures concerning student participation in Interscholastic Activities.

Louisville Junior-Senior High School boys' and girls' extramural activity groups/teams are before the public eye throughout the school year. In order to prevent adverse public reaction, prevent dissension within the various groups/teams, and for the general welfare of all participants and the school, it is imperative that quality standards of conduct, appearance, dress, training and eligibility be established as a part of the activity program.

Participation Forms

Prior to practicing or taking part in an athletic activity at Louisville Junior-Senior High School, a student will file with the Activities Director a completed Athletic Participation Form. This form includes a physical exam, medical history, the athletic code, confirmation of insurance coverage, parental consent and an understanding of activity eligibility requirements set forth by the NSAA. THIS FORM COVERS BOTH ATHLETIC AND ACTIVITY PARTICIPATION.

Students not in athletics but desiring to participate in activities will file with the AD a completed Activity Participation Form. This form includes only the sections on parental consent and NSAA regulations. THIS FORM ONLY COVERS ACTIVITY PARTICIPATION.

Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes and how they contribute to our school spirit and community image.

Activities subject to the Code of Conduct. The Code of Conduct applies to all extracurricular activities. Extracurricular activities means students activities or organizations which are supervised or administered by the school district, which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, pep band, vocal music, band, speech and drama, one-act, FCCLA, Skills USA, Powerdrive, Spanish Club, Art Club, Student Council, royalty, National Honor Society, and other school sponsored organizations and activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of 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.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or 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's code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline:

As representatives of Louisville Schools, participants will be expected to follow the guidelines and expectations set forth in the student handbook. Students are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. Participants who do not follow the expectations may be subject to disciplinary measures related to extracurricular activities.

Participants in school activities are to follow this code of conduct

This code of conduct applies to participants in school activities at all times both on and off school grounds. Consequences imposed for violations of the code of conduct will carry over to the next sports or activity season within the same school year. Violations are recorded and are cumulative during a participant's career.

No student who is involved in extracurricular activities shall consume or possess alcoholic beverages, use tobacco products (including e-cigarettes) or an illegal drug. Participants are also prohibited from being at or remaining at the site of any party, or are in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage, using tobacco products or an illegal drug. This rule shall not apply to activities which a student attends with his or her parent(s) where alcohol is consumed as long as the students does not personally consume alcohol, use tobacco or an illegal drug.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming alcohol, using tobacco or an illegal drug, or has remained at a site where other minors are using alcohol, tobacco or illegal drugs, the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.

Drug and Alcohol Violations:

Because of the significance of drug and alcohol violations on student participants, other students, and the school the following Code of Conduct has been established for such violations. All participants in school activities are required to follow the code of conduct.

1st Offense

A violation of this code of conduct will result in an activity participant being suspended from activities identified by the sponsor, activity director, and principal (up to 40% of the activities if applicable).

A violation of this code of conduct will result in an athlete being suspended from 40% of all NSAA sanctioned contests in that sport at the highest level of competition the athlete is participating, including district and state events when applicable. (for example, an athlete that is both a JV and /Varsity player is suspended for the length of 40% of all varsity contests.)

During the first offense a participant is expected to take part in practice as usual. However, if a participant is also suspended from school, whether in-school or out-of-school, the participant will be withheld from all activities including practices for the duration of the suspension.

A participant may reduce the consequence in half (20%) for the first offense, if they self-report and at the student's expense complete a diversion program approved and verified by the Principal. Self-reporting is defined as the student making contact with the coach, athletic director or administration before the coach, athletic director or administrator learns of the conduct from other sources. This report must be made before the end of the next school day after the conduct occurred and/or before participation in the next extracurricular activity

2nd Offense

A second violation of this code of conduct will result in an activity participant being suspended from activities identified by the sponsor, activity director, and principal (up to 40% of the activities if applicable).

A second violation of this code of conduct will result in an athlete being suspended from 40% of all NSAA sanctioned contests in that sport at the highest level of competition the athlete is participating, including district and state events when applicable.

Attendance at practices will be left to the discretion of the sponsor/coach. However, if a participant is also suspended from school, whether in-school or out-of-school, the participant will be withheld from all activities including practices for the duration of the suspension. There is no reduction for self-reporting after the first offense.

3rd Offense

A third offense and all subsequent violations of the code of conduct during a student's high school career will result in the permanent removal of the participant from all events or athletic contests for one calendar year beginning at the date established by the Principal. Practices will be at the discretion of the sponsor/coach. If a participant is also suspended from school, whether in-school or out-of-school, the participant will be withheld from all activities including practices for the duration of the suspension.

In the event the student and/or parent are dissatisfied with the decisions of the school, they may request that additional due process procedures occur (See Appendix B, page 32)

Conduct and Sportsmanship at Activities

As representatives of Louisville Schools, student athletes are expected to represent their school, their families and themselves in an appropriate manner at all times. At both home and away activities students are to follow the school rules as outlined in the student handbook. Violation of these rules will result in consequences consistent with the handbook. Cheers and yells involving profane language or language meant to degrade the opponent will not be tolerated.

Attendance at Home Events

All students are welcome to attend home events. Once a student leaves the building during an activity, he or she will not be permitted to return. Should it be essential for a student to go outside, he or she should obtain permission from the teacher or administrator in charge of the event.

Dress and Personal Appearance

The variations in the physical features of different individuals create a need on the part of coaches and sponsors to be flexible when evaluating a participant's appearance. Participants will conform to the coach's/sponsor's request for game or contest days and for travel.

Participation and Attendance

All participants in any school activity must be in attendance a full school day the day of the scheduled event unless the school is notified of extenuating circumstances and the student is excused by the school administration. (i.e. doctor-dental appointments, funerals, weddings, court appearances, etc.)

Practice and Attendance

Students must be in attendance a half-day to attend practice(s). Practice is required if the student is in attendance at school unless excused by the coach/sponsor or if the student is representing Louisville High School due to some other school sponsored activity. Penalty may be suspension from competition if deemed necessary by the coach/sponsor in charge, if not excused for reasons stated above.

School Transportation

All group/team members (coaches/sponsors, managers, and athletes/participants) are expected to travel to and from competition on school provided transportation.

Exceptions will be considered if arrangements are made with the coach/sponsor and administration at least 24 hours in advance. A special-use form will be necessary.

Make-up School Work

All schoolwork to be missed because of activity competition must be made up or arrangements to make-up approved prior to departure.

Eligibility

All NSAA requirements will be met. All activity participants shall have credit on school records for 20 semester hours the preceding semester to be eligible.

Equipment

All equipment/materials will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The participant will be responsible for this equipment/material and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. It is the responsibility of the participant to check in the equipment/materials at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time or immediately should they quit an activity, they will be expected to pay for the cost of replacement. Athletic equipment or athletic wearing apparel is to be worn for school events only and not as personal attire outside school time or activity.

Due Process Procedure

When the teacher in charge handles a discipline issue and they have rendered a decision as a proposed disciplinary action, the appeal process to that decision shall be as follows.

In the event that the student and/or parent(s) are dissatisfied with the decision of the teacher in charge, they may appeal to the Principal.

In the event that the student and/or his parents are dissatisfied with the decision of the Principal, they may appeal to the Superintendent of Schools. The Superintendent must receive the request to meet within two days following the decision of the Principal. The meeting with the Superintendent shall be conducted within five days after receipt of the request. The decision of the Superintendent will be final.

Activity Eligibility and Attendance Policy

Students who represent Louisville schools are expected to remain in good academic standing. Any student who is on the failure list in any subject will be ineligible for a one-week period following the ineligibility.

Grading periods to determine eligibility will run from Thursday to Thursday. The teaching staff is to submit up to date grades to the office each Friday by 9:00 a.m. The office shall have a failure list distributed to the staff by the end of the day on that Friday. The ineligibility week will run from Sunday to Sunday.

Sponsors of the extracurricular activities will inform those students failing a class of their ineligibility for the following week. The Activities Director will also inform each student of his/her ineligibility for the upcoming week. A student will continue to be ineligible each week that they are failing one or more classes.

The following time frames will be in effect during each school year:

1. The first eligibility check will occur three (3) full weeks after the start of the year.
2. A student may be removed from the ineligible list before the next reporting period is to take place. The ineligible student will be given a paper where teachers may sign when they have raised the grade to passing. This needs to be turned in to the principal who will inform the activity sponsor that the student is eligible.
3. All students who are on the ineligible list will not be allowed to participate in any athletic or academic contests or performances with the exception of vocal and instrumental concerts that are required for a grade. Any student who is on the ineligible list will not be allowed to attend club outings or field trips held outside of school time. A student will not perform in any scheduled event during this time, but would be required to continue practicing with the activity group. However, activity sponsors can require a student who is on the ineligible list to be in attendance at a performance or contest of that activity to support that group or team.

In case of disagreement or questions, the Principal working in conjunction with the Activities Director shall be responsible for making determinations as to application of this policy.

Activity Eligibility

In order to represent a high school in interscholastic activity competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand a summary of these rules listed below or you need an explanation of other requirement, consult the high school Principal or Activities Director.

1. Student must be an undergraduate, enrolled in at least 20 hours per week and be in regular attendance.
2. Student must be enrolled in some high school on or before the 11th day of the current year and must have been enrolled in some high school the immediate preceding semester.

3. Student must have received 20 semester hours of credit the immediate preceding semester.
4. Student is ineligible if 19 years of age before September 1 of current year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 7, 2017 and ends with the state meets in fall sports. The winter sports season begins November 13, 2017 and ends with the state meets in the winter sports. The spring sports season begins February 26, 2018 and ends with the state meets in the spring sports.
7. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team. A student shall not participate on an all-star team while a high school undergraduate.
8. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for interpretations)
9. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school, which is in a different school district. (See school authorities for exceptions after year has begun or if the student is a senior and has attended the high school for two or more years).
10. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
11. A student shall not participate in a contest under an assumed name and must maintain his/her amateur status.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

The Louisville Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: 202 West 3rd Street, Louisville, Nebraska 68037, telephone number (402) 234-3585.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Louisville 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: Louisville Public Schools is committed to offering employment and educational opportunities 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, Louisville Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, 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, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status 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 workplace, 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 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 Louisville Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the 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 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) 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 (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. 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 6 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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District 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 principal 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 are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 District 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 District 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.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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. 20202-4605

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:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extracurricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Louisville Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student

designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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, assist 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/or 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 Louisville Police 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 7 Notice Concerning Disclosure of Student Recruiting Information

Federal law requires that the District 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 District 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. The District will comply with any such request.

Section 8 Notice to Parents of Students in Programs Receiving Title I Funding

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

- (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.

- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

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

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

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

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

Please contact the administrative office to receive the foregoing information.

Section 9 Student Privacy Protection Policy

It is the policy of Louisville 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 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: a student or parent’s first and last name, home address, telephone number, and 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 provides 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 will 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, antisocial, 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 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

Louisville Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's 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 student's well-being.
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:

The District's Title I Parental Involvement Policy is established in compliance with Federal law. The District 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 the District 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 the District 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 will:

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 schoolwide 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 will 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 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District’s policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) 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; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) 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; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. 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. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child’s “school of origin” and the “best interests” of the child. The “school of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District’s determination of the child’s best interests, and shall be at either: (1) the child’s school of origin for the duration of the child’s homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. 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 as provided in Nebraska Rule 19.

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. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such

- complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
 3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control 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 of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. 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. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Louisville Public Schools based on it being the school of origin, the new school and Louisville Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 12 Breakfast and Lunch Programs

The District 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. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - A publicly-announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
- The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Breakfast will be served from 7:30-7:55 a.m. Eating breakfast will not be a legitimate excuse for being late to first period class. The price of a single breakfast is \$1.40. Any type of lunch eaten at school will be eaten in the Cafeteria only. Lunches for K-5 grade students may be purchased for \$2.50 with an extra main servings for \$1.00. Lunches for 6-12 grade students may be purchased for \$2.70 with an extra main servings for \$1.00 Extra milk and juice can be purchased for \$.30. Lunch count will be taken daily during first period. If you indicate that you will be eating, you are expected to fulfill that obligation. A letter will be sent home when the student's lunch account balance is negative.

Proper etiquette is expected in the cafeteria. Students are reminded to clean up after they have finished lunch and return trays to the kitchen. The school reserves the right to raise the costs of lunches during the school year if a raise in prices or loss of commodities or funding makes it necessary.

Louisville Public Schools will allow students to charge their breakfast and lunches for the convenience of their families. When a student lunch account falls in the negative by \$10.00 you will receive a phone call reminding you to send money to clear the account. At negative \$20.00

the account will be closed and the student will be on a cash basis only for breakfast and/or lunch. Louisville Schools also partners with EFunds for schools so that parents can schedule payments to their student's account. You will find a link to EFunds on lpslions.org under the Lunch Menu/Efunds tab."

Article 11 - School Board Policies

Section 1 Policies

5001

Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides.

Excessive Absenteeism -- A

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the procedure for rendering the services within the district's power to compel the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer will file a report with the county attorney of the county in which the student resides.

When a student's absences are excused or due to documented illness that makes attendance impossible or impracticable, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

"Documented illness" shall mean a health condition that prevents the student from safely attending school that has been confirmed by a written statement by the student's health care provider.

5004
Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program, that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is deemed to reside by operation of state law.
- c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, option students shall be treated as resident students of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. In determining whether to accept or reject applications for students to option into the district, the board of education may consider the capacity of a program, class, grade level, or school building. Capacity shall be determined by setting a maximum number of option students that this school district will accept in any program, class, grade level, or school building, based upon factors such as, but not limited to, available staff, facilities, projected enrollment of resident students, projected number of students with which the option district will contract based on existing contractual arrangements, and the availability of appropriate education programs. The board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity.
- b. The school district shall not accept any option student into any program, class, grade level or school building when acceptance of the student would cause overcrowding in that program, class, grade level or school building as determined by the school administration, or would significantly increase the operating costs

of the school district, such as by requiring the hiring of new staff. The district reserves the right to set limits on option enrollment, based on current available resources.

- c. The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff. The district reserves the right to set limits on option enrollment, based on current available resources.
 - d. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - e. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
5. **False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
6. **Certain Programs Unavailable to Option Students.** The board reserves the right by resolution to declare a program, a class, or a school building unavailable to option students due to lack of capacity.
7. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
8. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
9. **Procedure for Students Optioning Into or Out of the School District.**
- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education, the other affected school district and the State Department of

Education for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

The deadline for option enrollment for the following school year is March 1st.

- b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district, the resident school district and the State Department of Education, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

10. Late Applications

- a. The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student;
 - ii. A family that does not reside in the district, can show proof of a residential building contract within the district boundaries. The family must show proof of residence within 1 school year.
- b. The superintendent will notify parents or guardians who have submitted properly completed option applications no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

11. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1.
- b. The board shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will take action on the application.

12. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district and to the State Department of Education for approval for the following year.

- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

13. Authority of Superintendent.

The board of education authorizes the superintendent, or designee of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

5010
Immunizations

1. General Rule

- a. Each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis and varicella (chicken pox) prior to enrollment.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.

2. Exceptions

- a. Provisional Enrollment.

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
 - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

5016
Student Records

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

5018

Parental Involvement In Education Practices

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

5022

Investigations and Arrests by Police or Other Law Enforcement Officers

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family or household, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and 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. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.

5027

Sexual Harassment of Students by Other Students

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

5030
Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

A copy of this policy shall be included in the student handbook.

5048
Anaphylaxis

Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS) School employees will comply with the requirements of “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)”. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

Firearms and Weapons

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or
5. A handgun carried as a concealed handgun by nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

**RECEIPT OF 2017-2018 STUDENT - PARENT HANDBOOK
OF LOUISVILLE PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2017-2018 Student-Parent Handbook of Louisville Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

The Student Handbook is available online. If you require a printed copy you may request one through the high school or elementary office.

Please read the following information and sign the form at the bottom. Students will have access to computers and be allowed to attend activities when the form is received in the office.

1. **Computer Use:** The Louisville School District Acceptable Use Policy and Web Page Policy found in the handbook outlines the guidelines for student and staff computer use. Violation of the acceptable use provisions stated in the policies may result in suspension or revocation of network privileges or other appropriate disciplinary actions. The student's parent/guardian is ultimately responsible for the student's actions on the district's computer networks and releases the Louisville School District from any liability for harm or damages incurred through inappropriate or prohibited use.

2. **Military Release:** Louisville Public Schools is required by law, as part of the "No Child Left Behind Initiative", to release student information to Military recruiters. The information released is the student's name, grade level, phone number, and mailing address. Students and/or parents can request that the school does not release this information by signing below. Please initial the appropriate line below.

3. **Concussion Policy:** Louisville Public Schools will follow the policies and guidelines set forth by the State of Nebraska (Concussion Awareness Law – LB 260). Safety is a priority at Louisville Public Schools in all areas of the educational process. Along with LB 260, teachers and coaches will follow four basic steps:

A. Remove the student/athlete from play or activity.

-Look for signs and symptoms of a concussion when there has been a bump or blow to the head. When there is doubt, the student/athlete will be kept out of the activity.

B. Inform the student/athlete's parents or guardians about the possible concussion as well as administration and school nurse.

C. Keep the student/athlete out of the activity until a health care professional, experienced in evaluating for concussion, provides written and signed clearance that they are symptom-free and it's OK to return to the activity. In addition, written permission to resume participation from the student/athlete's parent or guardian must be received.

D. Return to the activity will be a progression and will not entail full inclusion once clearance is provided.

This Section for Elementary School, Middle School and High School Students

FIELD TRIPS:

_____ Yes, I hereby give permission for my child to accompany his/her teacher on school field trips during the year.

_____ No, I do not give permission for my child to accompany his/her teacher on school field trips during the year.

This Section for High School Students Only

_____ I give permission for the release of my (my child's) information to Military representatives or recruiters.

_____ I do not give permission for the release of my (my child's) information to Military representatives or recruiters.

This Section for Elementary, Middle School, & High School Students

WEB AND NEWSPAPER PUBLISHING:

Your son's/daughter's personal pictures and examples of their exemplary student work may from time to time be displayed via the internet on our school's web page, or possibly the school/local newspaper. I understand that no last names, no home addresses or telephone numbers will appear with any art work, student work, or personal photo on the school website.

_____ Yes, I hereby give my permission for my child image and work to be published as described above.

_____ No, I do not give my permission for my child image and work to be published as described above.

I, _____ (print student's name) understand that I have access to the Parent/Student handbook on Louisville Public School website or a hard copy is available upon request in the office. I agree to abide by these established guidelines.

Student Signature

Date

Grade

I, _____ (print parent or legal guardian's name) understand that I have access to the Parent/Student Handbook on the Louisville Public School website or a hard copy is available upon request in the office. I agree to support these established guidelines.

Parent or Legal Guardian's Signature

Date

Please sign and return