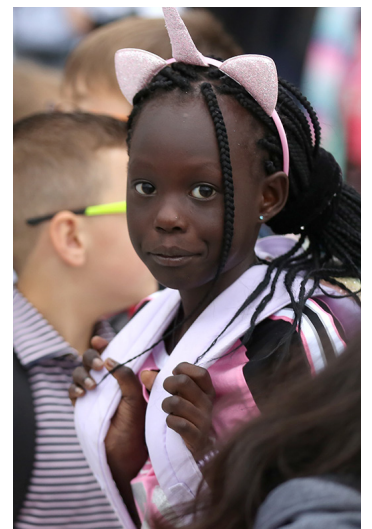


# 2020-2021 Grand Island Public Schools HANDBOOK



# Grand Island Public Schools Mission Statement

## VISION

Students prepared to make positive contributions to society and thrive in an ever-changing world.

## MISSION

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

## STUDENT COMMITMENTS

Within the school district of Grand Island:

*Every student will be taught to read, write and communicate effectively; solve problems; acquire and apply knowledge; and demonstrate mastery through performance to the best of the student's abilities;*

*Every student will be treated with fairness and dignity;*

*Every student will be honored for their unique qualities and backgrounds;*

*Every student will experience a sense of belonging, contribution and success; and*

*Every student will develop responsibility and show respect for others as well as oneself.*

In educating students, we teach hearts as well as minds.

## Intent of Handbook

This handbook is to be used by students, parents and staff as a guide to the rules, regulations and general information about Grand Island 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. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.

## Welcome to Parents

Dear Grand Island Parents:

The 2020-2021 school year is upon us and I am looking forward to a year filled with opportunities for all students in the Grand Island Public Schools.

As a part of the efforts that take place at the beginning of the school year we have prepared for you and your student a resource that we hope you will find helpful, the 2020-2021 Student/Parent handbook. This publication contains information for students and parents regarding daily life in Grand Island Public Schools, as well as an overview of student rights and responsibilities.

I would also encourage you to visit the district website [www.gips.org](http://www.gips.org) as it is a great way to find current information about specific events at your child's attendance center. Additionally, the website contains all district policies and other help resources important to your child's experience in Grand Island.

Every Student, Every Day a Success is the mission of Grand Island Public Schools and with that in mind it is my sincere hope that you and your family have a successful 2020-2020 school year.

**Dr. Tawana Grover**

Superintendent of Schools

## District website

Visit [www.gips.org](http://www.gips.org) for all district and school information.

## Social media

Follow the Grand Island Public Schools district and all of our schools on Facebook and Twitter to stay updated on activities and information. Links to all social media accounts can be found at the school pages on the district website, [www.gips.org](http://www.gips.org).

### GIPS on Facebook:

[www.facebook.com/GrandIslandPublicSchools](http://www.facebook.com/GrandIslandPublicSchools)

### GIPS on Twitter:

@GIPublicSchools

## District offices

Kneale Administration .....	(308) 385-5900
Superintendent's office .....	Ext. 1140
Student services .....	Ext. 1152
Business office .....	Ext. 1151
Technology office .....	Ext. 1155
Marketing & Communications .....	Ext. 1127
GEAR UP .....	Ext. 1186
GIPS Foundation .....	Ext. 1170
Maintenance .....	Ext. 1100
Safety .....	Ext. 1121
Nutrition Services .....	Ext. 1172
CNSSP .....	Ext. 1188
Federal Programs .....	Ext. 1122
Outreach Center .....	Ext. 1204

## School phone numbers

Early Learning Center .....	385-5655
-----------------------------	----------

### *ELEMENTARY SCHOOLS*

Dodge .....	385-5889
Engleman .....	385-5902
Gates .....	385-5892
Howard .....	385-5916
Jefferson .....	385-5922
Knickrehm .....	385-5927
Lincoln .....	385-5924
Newell .....	385-5905
Seedling Mile .....	385-5910
Shoemaker .....	385-5936
Starr .....	385-5882
Stolley Park .....	385-5913
Wasmer .....	385-5920
West Lawn .....	385-5930

### *MIDDLE SCHOOLS*

Barr .....	385-5875
Walnut .....	385-5990
Westridge .....	385-5886

### *HIGH SCHOOL*

Grand Island Senior High .....	385-5950
Activities office .....	385-5581
Indra House .....	385-5635
Career Pathways Institute .....	385-5601
Success Academy .....	385-5885
Welcome Center .....	385-5551

The Grand Island Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Students:**

Associate Superintendent for Student Services  
Kneale Administration Building  
123 South Webb Road, PO Box 4904  
Grand Island, NE 68802-4904

Telephone: (308) 385-5900  
Email: [rdexter@gips.org](mailto:rdexter@gips.org)

**Employees and Others:**

Director of Human Resources,  
Kneale Administration Building,  
123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904;  
308-385-5900;  
[wstelk@gips.org](mailto:wstelk@gips.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at:

Office for Civil Rights  
Kansas City Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106

Telephone: (816) 268-0550;  
Fax: (816) 268-0559;  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

**School Business and Procedures ..... 6**

School Hours..... 6  
 Arrival and Dismissal From School..... 6  
 Signing A Child In And Out Of School ..... 6  
 Supervision at Dismissal..... 6  
 Lunch and Open and Closed Campus ..... 6  
 Enrollment Information..... 6  
 Emergency Situations..... 7  
 Visitors..... 7  
 Smoke-Free Environment ..... 7  
 Care of School Property ..... 7  
 Destruction of School Property..... 7  
 Student ID..... 7  
 Lockers..... 7  
 Searches ..... 7  
 Video Surveillance ..... 8  
 Use of Bicycles and Other Small-Wheeled Devices ..... 8  
 Student Valuables..... 8  
 Printed Materials for Display and/or Distribution..... 8  
 Copyright and Fair Use Policy ..... 8

**Fees ..... 8**

Student Fees..... 8  
 Participation Fees ..... 8  
 Special Fees ..... 9  
 Student Fee Waivers ..... 9  
 Breakfast and Lunch Fees ..... 10

**Attendance ..... 11**

Attendance Codes..... 12  
 Tardy ..... 12  
 Sign in Procedures ..... 12  
 School-Sponsored Activity Absences..... 12  
 Withdrawal From School ..... 12

**Academic Information ..... 12**

Promotion and Retention..... 12  
 Academic Integrity ..... 13  
 Definitions of Academic Integrity..... 13

**Grading System ..... 14**

Elementary School ..... 14  
 Middle School..... 14  
 Middle School Honor Roll ..... 15  
 High School ..... 15  
 GISHS Course Registration ..... 16  
 GISHS Honor Roll ..... 16  
 GISHS Academic Letters..... 16  
 GISHS Graduation Requirements..... 16  
 University Admissions Requirements..... 16  
 NCAA/NAIA Eligibility ..... 17  
 GISHS Class Rank ..... 17

**STUDENT SERVICES**

**Special Education..... 18**

Individual Education Program (IEP) ..... 18

**Health Services..... 19**

Student Illness ..... 19  
 School Health Screening ..... 19  
 Physical and Visual Examination ..... 19  
 Immunizations ..... 20  
 Guidelines for Head Lice ..... 20  
 St. Francis Wellness Center ..... 21

**Transportation ..... 21**

Transportation To and From School ..... 21  
 Behavior on School Buses..... 21  
 Safety Guidelines for Riding School Buses ..... 21  
 Grand Island Public Schools Transportation Rules ..... 22

**POLICIES & GUIDELINES ..... 22**

Safe and Drug-Free Schools - Parental Notice ..... 22  
 Student Rights, Conduct, Rules and Regulations ..... 23  
 Forms of School Discipline ..... 23  
 Student Appearance ..... 23  
 Public Display of Affection ..... 23  
 Harassment and Bullying ..... 24  
 Dating Violence Prevention ..... 24  
 Hazing ..... 24  
 Suicide Awareness ..... 25  
 Weapons in Schools ..... 25  
 Conduct Resulting in Suspension, Expulsion ..... 25  
 Interrogation and Searches ..... 26  
 Reporting Student Law Violations..... 26  
 Multicultural Policy ..... 27  
 Notice of Nondiscrimination..... 27  
 Parent Rights ..... 27  
 Notification of Parental Rights Under FERPA ..... 27  
 Title 1 Parent and Family Involvement Guidelines ..... 28  
 Pregnant or Parenting Students..... 29  
 Homeless Students Policy..... 29  
 Student Due Process Rights - Complaint Procedures..... 30  
 Student and Staff Memorials ..... 30

**Technology ..... 30**

Student Use of Devices ..... 30  
 Access to Networked Information Resources..... 31  
 Electronic Device Voluntary Protection Plan..... 32

**STUDENT INVOLVEMENT**

**Extracurricular Activities..... 33**

Rights, Conduct, Rules and Regulations ..... 33  
 Safety/Warning for Participants and Parents ..... 33  
 Student Concussions ..... 33  
 Extracurricular Activity Code of Conduct ..... 33  
 Grounds for Extracurricular Activity Discipline ..... 34  
 Violation determination ..... 35  
 Procedure Prior to Suspension..... 35  
 Appeal Process..... 36  
 Consequences specific to controlled substances ..... 36  
 Student Self-Report Option..... 36  
 Letters and Post-Season Honors..... 37  
 Attendance expectations for participants ..... 37

**Parents' Role in Activities ..... 37**

Communicating with your children..... 37  
 Communicating with the coach ..... 37  
 Responsibilities of Spectators..... 38

**School Dances ..... 39**

Who can attend ..... 39  
 Prohibited Substances ..... 39  
 Appropriate Attire ..... 39  
 Behavior on the dance floor ..... 39

**School supplies ..... 41**

**Technology handbook ..... 45**

# School Business and Procedures

## School Hours

Preschool M-Th: A.M.: 7:50 - 11:20 a.m. P.M.: noon - 3:30 p.m.

All Elementary Schools: 8 a.m. - 3:30 p.m. (Wednesday dismissal: 2 p.m.)

All Middle Schools: 8:15 a.m. - 3:45 p.m. (first Wednesday dismissal: 2:15 p.m.)

Grand Island Senior High: 8:05 a.m. - 3:40 p.m.

## Arrival and Dismissal from School

Students are expected to arrive at school no more than 20 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 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.

Upon dismissal, students are expected to be picked up or leave school grounds within 15 minutes of dismissal. The school is not responsible for supervision of students once the students are to have left school grounds.

## 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 or permission granted with administrator approval. The schools will only release children to adults designated by the parent in Infinite Campus or administrator approval. 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.

## 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 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.

## Lunch

Students are encouraged to eat a healthy breakfast and lunch at school. Students may bring a lunch to school and a healthy lunch from home is encouraged as to not bring pop or candy to be eaten in the cafeteria at lunch. Parents may eat a school lunch with their child and if bringing lunch in from an outside vendor, parents of their child may bring lunch in and sit with students in an alternative setting.

## Lunch and Open and Closed Campus

Juniors and Seniors have open lunch privileges with parent and administrative approval. Students must remain on campus at all other times. Underclassmen do not have open lunch privileges. Freshman and Sophomores will be scheduled in one of the two school cafeterias for lunch.

## Grand Island Senior High Prayer Time Process

GIPS recognizes the religious requirement of prayer for students and provides a space and time for this to occur with minimal loss of instructional time.

### Process:

- Use the foyer of the auditorium as a common space and establish practice of entering and exiting the foyer through the main entrance near door 34 (interior halls are off limits). Alternate locations

would be:

1. Upper Deck of East Gym
2. East Conference Room
3. West Conference Room

- Students will be allowed one 15 minute prayer time during the school day.
- Morning and late afternoon prayers should take place outside of the school day.
- Prayer time should take no more than 15 minutes including travel to and from the location.
- Students using prayer time should communicate with their Counselors and Teachers to be released and should travel directly to the prayer location. They should not stop in other classrooms, or wait to meet other students who might be praying. Students should go directly to the location, pray and return directly to their assigned location.

## Enrollment Information

Students shall attend the neighborhood school in the attendance area in which they reside. Reassignment may be made when deemed in the student's best interest and based upon the capacity of the class, grade level, program and school building to which he or she is applying. Capacities will be based upon class/program guidelines provided in **Policy 7511–Open Enrollment**. Special Education transfers will be allowed only when it is determined that educational needs as specified in the Individualized Education Plan cannot be provided in the neighborhood school.

The district has established procedures for requesting a transfer to an in-district attendance center other than the neighborhood school. Parents/Guardians should complete a transfer request application at their assigned neighborhood school. Applicants will be notified of approval or denial one week prior to the start of school. **Policy 8332–Elementary and Middle School Within District Transfers**

## Emergency Situations

Representatives of the superintendent's staff will notify local news media and post to [www.gips.org](http://www.gips.org) in emergency situations including weather events. Radio and television stations broadcast the information regularly and our district telephone system will be used to notify families. Parents are not to call media or school buildings during emergency situations. School officials will not release students from the school building during emergency situations.

## Visitors

All visitors must report to the office upon entering the building. Students may not bring friends or relatives with them to school to attend classes.

## Flower and Gift Delivery at School

GIPS acknowledges the need to recognize students on special holidays, however, due to the disruption to class, gifts and flowers will not be accepted at school for delivery to a student in class.

## Smoke-Free Environment

Grand Island Public Schools declares all of our buildings and grounds to be smoke-free. All district-owned or operated facilities, grounds and vehicles, as well as district-sponsored events, will be designated tobacco-free. The use of any form of tobacco is prohibited. **Policy 6232-Use of Tobacco on Premises by Staff members, Visitors and Volunteers**

## Care of School Property

The Grand Island Public Schools believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The staff reserves the right to confiscate nuisance items or other objects that interfere with school purpose or otherwise constitute rule violations. Students may also receive disciplinary consequences for significant disruptions or repeated violations.

## **Destruction of School Property - Board Policy 8411**

Any student who vandalizes or destroys school property will be assessed repair or replacement costs and referred to the county attorney for prosecution. Students are asked to help protect the school by discouraging and reporting any vandalism. The school appreciates student cooperation and responsible behavior.

## **Student ID: Middle School and High School**

The student ID allows students free or reduced admission to various school activities. Students get their student ID card after they register. Students losing ID cards will be charged a fee for a duplicate.

Grand Island Senior High and Barr, Walnut and Westridge Middle School students must wear their student issued ID at all times while in school. The ID must be worn on a lanyard around the neck. When the ID is lost, stolen, or forgotten, students must report to the office and purchase a temporary daily sticker or a replacement ID.

## **Lockers**

For building security and student safety, the expectations for students' use of lockers are:

- Students are responsible for the content and condition of their lockers.
- The school assumes no liability for damage or theft of property.
- Students are required to use only the locker furnished by the school.
- Locker problems should be reported to the office

## **Searches of Lockers and Other Types of Searches**

School administrators are authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted for reasons that include, but are not limited to, safety health and discovery of the violation of a statute, policy, or rule.

## **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 school administration. 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.

## **Student Use of Bicycles and Other Small-Wheeled Devices**

Students who ride bicycles to school are requested to secure them in an orderly fashion at designated locations. Students are advised to provide bicycle locks for their personal bicycle. For safety reasons, riding bicycles or other small wheeled devices on school grounds during school hours will not be permitted. Students are discouraged from riding other small wheeled devices such as skateboards, in-line skates, roller skates, or micro-scooters to school. Principals may set forth additional regulations as necessary for individual attendance centers. The privilege of riding a bicycle to school will be withdrawn if rules and appropriate safety measures are not followed.

## **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. Students who find lost articles are asked to take them to the office where the articles can be claimed by the owner.

## **Printed Materials for Display and/or Distribution**

The principal must approve all signs and announcements in the school building before they are displayed or read. The district office must approve all materials for distribution in all district facilities. **Policy 9420**



## Copyright and Fair Use Policy

Grand Island Public Schools 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 “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. **Policy 5521**

## Fees

### Student Fees

Teachers may request students to furnish minor personal consumable items, including but not limited to, pencils, paper, pens, erasers and notebooks, for courses and activities which count for graduation or advancement between grades, or in which participation is otherwise required by the Grand Island Public Schools. The request for such items shall be made in such a way that it is clear the furnishing of the same is voluntary. If a student is unable to provide the minor personal consumable item required, the school will supply the item to the student.

### Participation Fees

Grand Island Public Schools will not charge student fees for participation in extracurricular activities whether participation is as a member or spectator. High school students will receive an activity marked ID providing access to high school athletic events if their school is a competing school serving as either the home or away team in the contest. GIPS may charge fees to recover the actual cost for the following items:

- Uniform cleaning fees
- Admission fees to events such as sports, drama, speech, music, dances, banquets, prom, after prom party
- Student organization fees
- Extracurricular activity facility charges such as greens fees, tennis court fees, bowling fees, pool fees
- Extracurricular activity workshops co-sponsored by the district or at district facilities such as sports clinics, cheerleading clinics, band clinics, swing choir or chorus clinics, flag corps clinics
- Sheet music charges

**SEE APPENDIX FOR COMPLETE LIST OF SUPPLIES FOR SCHOOL AND ACTIVITIES, PAGE 37**

GIPS fees for lost or damaged property is as follows:

Fees for late library materials .....	\$1.00 (Per Day, \$10.00 Maximum)
Fees for lost library materials .....	Actual replacement cost
Fines for damage to textbooks, lockers, or desks .....	Reasonable repair cost
Fee for replacement of Student ID .....	\$5.00
Fees for lost materials .....	Actual replacement cost
Fees for lost or damaged Electronic Communication Devices .....	Actual replacement cost

### Special Fees

- GIPS will not charge any fees for post secondary education cost. However, students taking dual enrollment courses or other post secondary education course(s) will need to pay any dues, fees, tuition, and provide books and supplies associated with obtaining the necessary credit from their post secondary educational institution (e.g. Central Community College, UNL, UNO, UNK, etc.).
- Copies of student files or records will be provided free of any fee or charge.
- Before/after school programs and pre-kindergarten services, if offered, will be offered without any charge to the participant.
- Summer school or night school programs, if offered, will be offered without any charge to the participant.
- Certification tests.

### Student Fee Waivers

An Application for Student Fees and Supplies Waiver Form must be completed by a child’s custodial adult.

- Families seeking a waiver based upon their status for participation in the United States Department of Agriculture child nutrition programs must complete, on an annual basis, an Application for Free and Reduced Priced Meals including Sharing Information with Other Programs.
- Families or students who are automatically approved for participation in the United States Department of Agriculture child nutrition programs need not complete a new application. However,

all other waiver requirements apply, including Sharing Information with Other Programs.

- Participation in the United States Department of Agriculture child nutrition programs is not required.
- Families must give permission to share information regarding their status with GIPS before a waiver will be considered.
- Application for Student Fees and Supplies Waiver may be completed at any time during the school year.
- Retroactive refunds of Student Fees and Supplies will NOT be made.

All Student Fees and Supplies may be waived in whole or part under the following circumstances:

- A student is identified as being homeless.
- Principal or assistant principal recommendation, based upon the student’s or family’s ability to pay.

Except as provided in Grand Island Public Schools **Policy 8820–Student Fees** and the accompanying **8820.1 Administrative Procedures**, the Grand Island Public Schools shall not collect any other money pursuant to the Public Elementary and Secondary Student Fees Authorization Act.

### Breakfast and Lunch Fees

<b>Student Meal</b>	<b>Fee</b>	<b>Student Meal</b>	<b>Fee</b>
Elementary Breakfast – Full Priced	\$2.20	Senior High Breakfast – Full Priced	\$0.00*
Elementary Breakfast – Reduced	\$0.30	Senior High Breakfast – Reduced	\$0.00*
Elementary Breakfast – Free	\$0.00	Senior High Breakfast – Free	\$0.00*
Elementary Lunch – Full Priced	\$2.75	Senior High Lunch – Full Priced	\$3.05
Elementary Lunch – Reduced	\$0.40	Senior High Lunch – Reduced	\$0.40
Elementary Lunch – Free	\$0.00	Senior High Lunch – Free	\$0.00
Elementary Milk	\$0.40	Senior High Milk	\$0.50
Middle School Breakfast – Full Priced	\$2.20*	<b>Adult Meal</b>	<b>Fee</b>
Middle School Breakfast – Reduced	\$0.30*	Breakfast	\$2.50
Middle School Breakfast – Free	\$0.00*	Lunch	\$3.90
		Chef Salad	\$3.90
Middle School Lunch – Full Priced	\$2.95		
Middle School Lunch – Reduced	\$0.40		
Middle School Lunch – Free	\$0.00		
Middle School Milk	\$0.50		

*\*Students at Senior High and Walnut Middle School are encouraged to participate in the free Grab ‘n’ Go breakfast program.*

## USDA Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**Mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**Fax:** (202) 690-7442; or **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

# Attendance

## 8312 EXCESSIVE ABSENTEEISM

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal, or principal's designee, of their attendance center. This policy, developed in collaboration with the county attorney, is an attempt to address the problem of excessive absenteeism.

Excessive absenteeism is the failure to attend school for the minimum number of days established in the school calendar by the board. The Grand Island Public Schools sets the minimum number of days at 95% of days that the student's school is open and in session.

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has accumulated absences of a total of more than 10% of the days, or hourly equivalent, of the current required attendance days, the school shall render all services in its power to compel the student's attendance. These services include but are not limited to the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. A meeting or meetings between the school attendance officer, school social worker (or school principal or a member of the school administrative staff, if the school has no social worker), the student's parent/guardian and the student (if necessary) to develop a plan to solve the excessive absenteeism problem

The plan shall consider but not be limited to:

- a. Determine if illness is related to physical or behavioral health of the child (verified by appropriate documentation);
- b. Educational counseling to explore curriculum changes such as alternative educational programs to solve the excessive absenteeism problem;
- c. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem by a school social worker (or principal or administrative staff member) to identify conditions contributing to the excessive absenteeism problem. If services for the student and student's family are determined to be needed, the investigator shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

Students are subject to disciplinary action for excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

The following reasons for absences from school will be recorded on the attendance record:

Code	Description	Classification	Purpose
AB	Absent	Unexcused	Absent without contact with Parent or Student.
TR	Truant	Unexcused	Parent or School Staff do not know student's disposition
PF	Office	Exempt	Office (Including Nurse, Counseling, Guidance, Wellness, etc)
SA	School Activity	Exempt	School activity/sport, whether in or out of the building
ISS	In School Suspension	Exempt	ISS assigned by administrator
OSS	Out of School Suspension	Exempt	OSS assigned by administrator
MED	Medical Event Documented	Excused	Doctor appointment/hospitalization/illness with documentation from a medical professional
LTE	Long Term Extension	Exempt	Student attending a medical treatment facility or alternative program
H	Homebound	Exempt	Students who cannot attend at school
T	Tardy	Unexcused	Late to class
CV	College Visit	Exempt	Two each year
AD	Administrator Excused	Exempt	Administrator discretion
PR	Parent Request	Excused	Multiple Uses: Doctors appointment without doctor's note, illness without documentation, funeral, weather, vacation

Remember: Parents must Call the school for any absence. **Policies 8310, 8312 and 8320**

## Tardy/Absent Guidelines

### Students out of GPS for 10 days or more

When families report their child will be out of school for more than 10 school days, students will be dropped as eligible to return on their last day of being present at school, and then the student needs to register upon return.

### Elementary and Middle School Tardy/Absent guidelines

If a student is not in class learning, they are tardy or absent:

- A student will be recorded as tardy if within the first 15 minutes of the day the student checks in by 8:15 for elementary students and by 8:30 for middle school students
- After 15 minutes the student is recorded as absent:
  - Absent/Truant: student refused to come to school
  - Absent/Unexcused: no reason/no parent phone call
  - Absent/Parent Request: recorded as absent and as excused when parent calls in for a student
  - Attendance at Truancy Court: needs to be marked as PR (parent request)
- When a student returns during the day, they will be counted absent until they report to the office and will be recorded "tardy" for the period in which they return and as "in attendance" for the remainder of the day.

### GISH Tardy/Absent guidelines

If a student is not in class learning, they are tardy or absent:

- For First Period:
  - A student will be recorded as absent by the teacher if they are not present in class when the tardy bell rings.
  - Students arriving late during the first block of the day will be scanned at the door by Campus Monitors and counted Tardy for that class period.
  - Students arriving late during the first block of the day with a parent notification (phone call) will be marked PR with a comment noting the parent called. The student will need to check in with the attendance clerk. Habitual tardiness with parent phone calls will be dealt with on case by case basis.
  - If a student is late to school/class due to a pre-arranged appointment such as Orthodontist or Physical Therapy and the school receives notification from the parent of the appointment, the student will be marked PR or MED Documented if a note from Dr. is provided. The student will need to check in with the attendance clerk.

- Teachers will update attendance at the end of the period.
- For Remainder of the day:
  - A student will be recorded as absent by the teacher if they are not present in class when the tardy bell rings.
  - Students arriving to class late without a pass will be marked as Tardy by the classroom teacher.
  - Students arriving to class more than 15 minutes late without a pass will be noted by the teacher, marked tardy and the Academy Principal will be notified.
  - If a student is late to school/class due to a pre-arranged appointment such as Orthodontist or Physical Therapy and the school receives notification from the parent of the appointment the student will be marked PR or MED Documented if a note from Dr. is provided. The student will need to check in with the attendance clerk.
  - Teachers will update attendance at the end of the period.

## Sign in Procedures

K-8 students who arrive late to school are required to sign in at the office prior to attending class; Senior High Students report directly to the classroom. All teachers have the authority to deal appropriately with excessive tardiness to classes.

## School-Sponsored Activity Absences

Students who are absent from class or school due to participation in a school activity must make up work in advance of the absence or have work missed ready to hand in the next class day.

## Withdrawal From School

Pursuant to Neb. Rev. Stat. 79-202, a person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirement of section 79-202 if an exit interview is conducted and the withdrawal form is signed or if a signed notarized release form is filed with the Commissioner of Education. To begin the withdrawal process, the person with legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age submits a request to the school where the student is enrolled.

# Academic Information

## Promotion and Retention

Students normally progress annually from grade to grade. Exceptions may be made through the Response To Intervention process. Exceptions may include vertical acceleration, horizontal enrichment, mentoring, or other curricular method deemed in the best interest of students. **8730–PROMOTION, RETENTION, ACCELERATION**

## Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration.

## Definitions of Academic Integrity

“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:

- Tests (includes tests, quizzes and other examinations or academic performances):
  - 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.
  - Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, technological devices, or other materials 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.

- 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.
- 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.
- 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.
- Papers (includes papers, essays, lab projects and other similar academic work):
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
- 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.
  - “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:
    - 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.
    - 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.
    - “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.
- The following sanctions will occur for academic integrity offenses:
  - Academic Sanction. The instructor will refuse to accept the student’s work in which the cheating or plagiarism took place, may assign a failing grade 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.
  - Report to Parents and Administration. The instructor will notify the principal of the offense and the instructor or principal may notify the student’s parents or guardian.

- 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.

## Grading System

### Elementary School

Report cards are issued at the end of each trimester. The report card is an appraisal of the child's scholastic, social and personal growth in terms of the school program.

#### Kindergarten – Performance By Curriculum Standard

Pro	Proficient	Demonstrate sufficient understanding and skills for mastery
NP	Not Yet Proficient	Does not yet demonstrate sufficient understanding and skills for mastery
NA	Not Assessed	Not assessed at this time

#### First - Fifth Grade – Performance by Curriculum Standard

Adv	Advanced	Consistently meet, and at times exceed, the grade level standards; demonstrate skilled performance
Prof	Proficient	Regularly meet the grade level standards; demonstrate acceptable performance
Dev	Developing	Starting to meet, and occasionally do meet, the grade level standards; approaching acceptable performance but have not achieved it
Beg	Beginning	Not meeting the grade level standards; not successful with performance opportunities
NA	Not Assessed	Not assessed at this time
*	Modified	Modified instruction

### Middle School

Students will receive a grade for each class they are assigned based on their academic performance. Teachers also assess critical skills based on dependability, respectful and responsible interaction, self discipline, and quality work completion. Student attendance and punctuality in the class will also be on each student's report card. Progress reports are posted at 6 week intervals to notify parents of student progress. A student or parent who wants to know how a their student is doing in a certain class can access the parent portal via the web or contact the teacher. A report card is issued at twelve week intervals.

Grades for daily work and the grades on the report card are based on the following grading scale:

A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Satisfactory
D	60 - 69	Needs Improvement
F	Below 60	No Credit
Inc	Incomplete	Work Not Completed

### Middle School Honor Roll

To be on the honor students you must have all A's or B's in all courses assigning a letter grade. Students with an "INC" (incomplete) will not be considered for the academic honor roll.

### High School

Grading at Grand Island Senior High differs from elementary and middle school grading. For the first



time, in high school, students earn credits toward graduation. Those credits are based on passing high school core and exploratory courses. All courses at Grand Island Senior High School are graded on an A to F scale. Students who do not earn a passing grade do not receive credit for that course and may be in danger of not graduating.

Student letter grades are based on academic achievement, not behavior. The grades are based mostly on assessment scores (tests, performances, projects), with very little weight on daily practice or homework. The purpose of daily practice and homework is to learn, receive feedback, and have an opportunity to correct errors in thinking or understanding.

The focus on grading at Grand Island Senior High School, as it is at all levels, is to assign consistent, meaningful, accurate grades that support student learning. Students needing a copy of their transcripts can request one for \$2 from the Grand Island Senior High registrar.

## GISH Grading and Credit Information

Beginning in 9th grade, students must earn credits to graduate. Credits are earned by passing GISH courses. GISH uses a grading scale of A to F, and GPA (grade point average) is calculated on the transcript using a scale of 0.0 to 4.0. Grades are published at the end of each semester.

A	counts 4.0 in GPA	90-100%	Excellent
B	counts 3.0 in GPA	80-89%	Good
C	counts 2.0 in GPA	70-79%	Satisfactory
D	counts in 1.0 GPA	60-69%	Passing but needs improvement
F	counts in 0.0 GPA	Below 60%	No Credit Granted
P	not in GPA	Passing	Credit Granted
NP	not in GPA	Not Passing	No Credit Granted
W	not in GPA	Withdrew	No Credit Granted
INC	incomplete	Not Finished	No Credit Granted
SI	Sheltered Instruction Course in ELA program		

## No zeros for missing or incomplete work

A score of zero will not be entered in the grade book. Instead, M or I will be entered to indicate that work is not yet complete. In grades 9-12, students will have five days beyond the assignment due date to complete Lesson Practice and Progress Checks, unless there are extenuating circumstances. An M (Missing) will be entered in the grade book until the work is turned in or until the end of the nine-week grading period. A late work penalty may be applied, up to a total of 10%. After five days and multiple teacher attempts to intervene with the student, the teacher will decide the priority of continuing to try to intervene regarding the missing homework. Work still not complete at the conclusion of the nine-week grading period will be designated as M, which factors into the final nine-week grade as a zero. In the Assessment portion of the grade book, teachers will enter missing assessment scores or projects as an Incomplete (I) until the work is completed or until the end of the semester. Multiple attempts will be made to intervene with and communicate to students and/or parents about incomplete work. When the work is completed it will be scored and recorded in the grade book, subject to late penalties (up to 10%). A high school student who has not completed major assessments or projects by the end of the semester may receive NC (No Credit) if the student has failed to demonstrate mastery or basic competency on essential learning goals. An NC marking will have a GPA value of zero on a five-point scale (A=4, B=3, C=2, D=1, F=0.)

## GISH Course Registration

It is recommended that students take 30 credits per semester to graduate with their class in four years. Students who are credit deficient are identified as such and will not graduate with their class if graduation requirements are not met.

Students are credit deficient if they have not earned the following minimum hours of credit:

Grade Level	Midterm	End of Year
Freshman	30 credits	60 credits
Sophomore	90 credits	120 credits

Junior	150 credits	180 credits
Senior	210 credits	240 credits

### Student Schedules and Schedule Changes:

All students will meet with their Counselor during the fall semester to make course requests for the following school year. Students and parents need to take an active role in this important planning process and give careful consideration to the courses that are requested during this meeting. Students should avoid schedule changes after they have met with their Counselor and agreed on course requests. The course requests are locked in after parent teacher conferences in the spring semester to allow for time to build the master schedule. Schedule changes after this time may only be considered for academic reasons. Schedule changes will not be allowed based on specific teacher selection, the time of day, or to place certain classes in specific blocks or semesters. Those changes cannot be allowed because they create unbalanced section numbers, impact staffing, and create inequities for students. All schedule change requests coming after the spring semester conferences are case by case and are up to the discretion of the Counselor and Administration.

After the semester begins:

- Schedule Changes:
  - During the first 10 school days of the semester, schedule changes will be limited and based on the academic needs of the student.
  - After 10 school days no schedule changes are allowed unless extenuating circumstances exist and Administration will make final approval.
  - After the tenth school day of the semester, students requesting changes must use and follow the schedule change form.
- Dropping Courses:
  - 10 school days are allowed to drop a class and have the class removed from the permanent transcript.
  - If a class is dropped after the 11th day of the semester and before the end of the quarter a “W” will appear on the transcript.
  - A semester course may be dropped at the quarter and partial credit granted, with approval of Counselor/Administrator.
  - Classes may not be dropped after the first 9 weeks of the semester.

### GISH Honor Roll

Students must be enrolled in a minimum of 25 credits and have a GPA of 3.0 the previous semester to be on the Honor Roll.

### GISH Academic Letters

Students must be enrolled in a minimum of 25 credits the previous semester to receive an academic letter. An academic letter will be earned in the following ways:

- Freshmen – first semester cumulative GPA of 4.0
  - Sophomore – first semester cumulative GPA of 3.75
  - Junior – first semester cumulative GPA of 3.50
  - Senior – first semester cumulative GPA of 3.25
- GISH Grading and Credit Information

### GISH Graduation Requirements

To graduate from GISH, students must earn a total of 240 credits: 140 core credits and 100 elective credits.

- 40 credits of English (8 semesters)
- 30 credits of Math (6 semesters)
- 30 credits of Science (6 semesters)
- 30 credits of Social Studies (6 semesters)
- 10 credits of American History (2 semesters)
- 10 credits of World History (2 semesters)
- 5 credits of Economics (1 semester)
- 5 credits of Government (1 semester)
- Physical Ed 10 credits (2 semesters)

## University Admissions Requirements

- Rank in top 50% or ACT score of 20
- English: 4 years of College Prep
- Math: 3 years (including Algebra 1-2, Algebra 3-4 and Geometry)
- Science: 3 years including one year of a lab science
- Social Studies: 3 years
- Foreign Language: 2 years of the same language
- UNL requires one additional year of Math above Algebra 3-4
- UNK and UNO require one additional year of an elective from any of the above areas.
- State and Community Colleges also recommend college prep classes, but may have less rigorous admission standards.

## NCAA/NAIA Eligibility *(for college athletes)*

- Division I Core Courses: 16 Core Classes Required
- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 1 additional year of English, math, or science
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from foreign language)

## Academic Recognition

Students starting as freshman in the fall of 2016 will be recognized using the Latin system for Academic Recognition. All Advanced Placement (AP) courses will carry a weight of 5 and all other courses have a weight of 4.

Latin Designation	GPA	Recognition
Summa Cum laude	4.0 and above	honors banquet, sash and medallion at graduation, identified in graduation program
Magna Cum Laude	3.75 – 3.99	Honors banquet, medallion at graduation, identified in graduation program
Cum Laude	3.5 – 3.74	Identified in graduation program

# STUDENT SERVICES

## Special Education

### 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, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disabilities, 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 problem solving 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 years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is 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 services are 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 education services and settings 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 Grand Island Public Schools Office of Special Education.

# Health Services

## Student Illness

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions that may require a student to 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 registration form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

## Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office or online via the Grand Island Public Schools website. If your child has asthma, seizures, or diabetes please contact the health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR) and those approved by the FDA. Please limit the amount of medication provided to the school to a two-week supply.

## School Health Screening

Health screenings may include vision, hearing, dental, scoliosis, height and weight and are performed at various grade levels each year. 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.

## Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into preschool or 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. Nonimmunized students may be excluded from school in the event of a disease outbreak. Forms are available in school health offices.

## Summary of the School Immunization Rules and Regulations

Student age group and 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, \*Hib not required after child reaches 5 yrs of age
  - 3 doses of pediatric Hepatitis B vaccine,
  - 1 dose of MMR or MMRV given on or after 12 months of age,
  - 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care

provider will be accepted.

- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.  
\*Pneumococcal not required after child reaches 5 yrs of age

- Kindergarten through Grade 12

*including all transfer students from outside the State of Nebraska and any foreign students*

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th 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.
- Addition for 7th Grade Only
  - 1 dose of Tdap (must contain Pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011.

*For additional information, call 402-471-6423. The School Rules & Regulations are available online: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 1/2014*

## 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:

- Children may be sent home from school for live head lice.
- Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
- A child who is sent home from school for head lice should miss no more than two school days.
- A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
- A child who returns to class with nits (eggs) will be checked again in 7-10 days.
- Families are encouraged to report head lice to the school health office.
- Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

## St. Francis Wellness Center

The Student Wellness Center operated by CHI-St. Francis is located next to the health office at Grand Island Senior High. Walnut and Grand Island Senior High Students with parental consent, regardless of ability to pay, may take advantage of services daily at Senior High. Diagnosis and treatment of minor acute illnesses is provided by a nurse practitioner under the direction of a medical doctor. Mental health and substance abuse services are provided by a licensed provider of mental health care.

## Transportation

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be transported on field trips and when participating in school activities.

### Transportation To and From School

The school district offers in-town transportation on a limited basis. In order to run routes in a predictable and timely manner, it is important for students to be at their designated stop several minutes in advance.

## Behavior on School Buses

General student conduct rules apply. While riding school buses students are expected to follow the same student conduct rules which apply when they are on school property or attending school activities, functions or events.

## Safety Guidelines for Riding School Buses

- When exiting the bus at the designated location (this location must be consistent each day), students must exit the bus and walk in front of it so the driver can see all passengers, and only do so after the driver has signaled for students to cross the street.
- Be on time to be picked up. As a general rule, students must get to the bus stop five minutes before their scheduled pick up time. Students who miss the bus, must immediately return to their home and tell their parents so they can get them to school.
- While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
- Students may exit the bus only at their approved destination (their school or their approved bus stop). Exit the bus as directed by the driver. Do not run.
- Students needing assistance from the driver must wait until the bus is at a full stop. Students who are close enough, may tell the driver what they need. Students who are too far away for the driver to hear them must ask a student in front of them to get the driver's attention. If necessary, students may walk up to the driver, while the bus is at a full stop. Students in need of immediate assistance for an emergency, should take all action needed to safely get the help of the driver.

Parents are responsible for the supervision of their child until the student boards the bus and as soon as the child exits the school bus.

This transportation service is a privilege, and students will be expected to conduct themselves in a manner consistent with expected classroom behavior. Note the expected behaviors and consequences for inappropriate behavior listed below. Bus drivers will report all infractions to school principals, who will administer the discipline consequences. Following a verbal warning, students will lose their riding privileges for designated periods of time. Parents will receive written communication of any loss of privileges through a Transportation Discipline Report.

## Grand Island Public Schools Transportation Rules

- Treat all students and the driver with respect.
- Keep hands, feet, and objects to self and inside the bus.
- No teasing, harassment, bullying, or fighting.
- Talk only with seat partner and in a quiet voice, using appropriate language.
- Remain seated and facing forward in designated seat.
- No food, drinks, or illegal substances on the bus.

The consequences for not following any of the behavior rules will generally be as follows, with administrators having the option of applying more severe consequences whenever merited:

### Elementary

- First violation ..... Warning by the driver (this will be the only warning)
- Second violation ..... Loss of privilege to ride bus for one week
- Third violation ..... Loss of privilege to ride bus for two weeks
- Fourth violation ..... Loss of privilege to ride bus for remainder of school year

### Secondary 6-12

- First violation ..... Warning by the driver and referral to principal (this will be the only warning)
- Second violation ..... Loss of privilege to ride bus for remainder of school year

# POLICIES AND GUIDELINES

## Safe and Drug-Free

### Safe and Drug-Free Schools - Parental Notice - Board Policy 8570

The School District of Grand Island is concerned about the academic growth and the personal welfare of every person associated with the schools. The use of alcohol, tobacco, and other illicit drugs can seriously interfere with one's health and academic functioning.

It shall be the policy of the School District of Grand Island, in addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation, to prohibit the possession, use, or distribution of illicit drugs or alcohol, including displaying evidence of intoxication, on school premises or as a part of any of the school's activities. Further, the student use or distribution of tobacco shall be prohibited on school premises or during activities. This shall include regular school hours or after school hours at school sponsored activities on school premises, and at school sponsored activities off school premises.

For the purposes of this policy, "tobacco products" include, but are not limited to, cigarettes, cigars, cigarette paper, cigarillos, chewing tobacco, pipes, vapor products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, or any similar product or device that can be used to ingest tobacco.

#### Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or nonprescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

#### Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or required to complete an evaluation related to drugs and alcohol. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the principal's office immediately, or if not feasible, the principal will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal or such other personnel as authorized by the Administration, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation treatment programs, which are available to students.

#### Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.



## Face Coverings - Policy 8429

The Grand Island Public Schools endorses the concept that appropriate school attire is conducive to a learning atmosphere. The Superintendent may require face coverings in the threat of a communicable disease or a pandemic event. The Superintendent shall require face coverings for all students with exceptions to meet medical conditions, ADA requirements, and/or religious beliefs. Exceptions will be monitored by building administrators.

# Student Rights, Conduct, Rules, and Regulations

## Forms of School Discipline

The Board of Education authorizes the administration of the Grand Island Public Schools to utilize emergency exclusion, short or long term suspension, expulsion, or mandatory reassignment for certain situations or conduct prohibited by the board's rules, standards established pursuant to the Student Discipline Act [§79-254 to §79-294] and applicable federal regulations. **Policy 8453**

## Student Appearance

Students in Grand Island Public Schools are expected to dress in a way that is appropriate for a 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. **Policy 8430, 8431**

Any tattoo, or other body markings, or adornments that have the effect of causing a material and substantial interference with school operations or an infringement of the rights of others, or is vulgar, lewd, obscene or offensive, or which promotes or condones illegal drug use or other illegal activity, will be covered at all times at school or at school sponsored events.

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. 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 a building administrator for approval.

**Any violation of student appearance or the dress code will be subject to disciplinary action. The final decision regarding attire and grooming will be made by the administration.**

## Public Displays of Affection

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. Student will face disciplinary action as a consequence to the PDA.

## Harassment and Bullying - Board Policy 8455

It shall be the policy of the Grand Island Public Schools to prohibit any form of bullying, including harassment or violence, on the basis of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, or marital status, in all staff employment situations, academic offerings, and extracurricular activities, including school-sponsored events away from school. Conduct which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment will not be tolerated. Any act of bullying or harassment by either staff or students will result in disciplinary action.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate bullying or harassment because of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, or marital status, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of the school district.

For the purposes of this policy school staff shall include Board members, employees, students, agents, volunteers, contractors, or any other persons subject to the supervision and control of the district.

The school district will act to promptly investigate all complaints, either formal or informal, verbal or written, of bullying or harassment; to promptly take action to protect individuals from further bullying or harassment; and, if it determines that bullying or harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the activity.

## **Dating Violence Prevention - Board Policy 8552**

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

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

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

## **Hazing - Board Policy 8454**

Hazing activities of any type are prohibited. Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization of student members, including groups, clubs, organizations, grade levels, classes, teams, and other activities operating under the sanction of the Grand Island Public Schools.

Prohibited activities shall include, but not be limited to, whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drugs, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment, or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Such prohibited activities shall be irrespective of the willingness of the victim to participate, or whether they occur off or on school grounds.

Any person who believes he or she has been a victim of hazing or any person with knowledge of an activity which may constitute hazing shall report the activity to a building administrator. The building principal shall undertake or authorize an investigation into the alleged prohibited activities and take appropriate action. Such action may include, but not be limited to, verbal or written reprimand, suspension, expulsion, administrative transfer, termination, discharge, or referral to legal authorities.

## **Suicide Awareness - Board Policy 8555**

The Grand Island Public Schools has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
- The principal at each school is designated as the suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
- When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources

Students will have access to national resources which they can contact for additional support, such as:

- The National Suicide Prevention Lifeline - 1.800.273.8255 - [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- The Trevor Lifeline - 1866.488.7386 - [www.thetrevorproject.org](http://www.thetrevorproject.org)

All students will be expected to help create a school culture of respect and support in which students feel

comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## **Weapons and Firearms in Schools - Board Policy 8470**

Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school, on school grounds or at school functions that is a firearm, weapon, or looks like a weapon as defined by the State of Nebraska Criminal Statutes, the federal laws found in Section 18 USCS Section 921 and in the administrative procedures for this policy 8470.

This policy shall cover any object or item which could be used to injure another person or whose clear intent is to resemble an item which could cause injury and which has no school-related reason for being in a school or on school grounds. Such items will be considered “weapons” for the purpose of this policy. Students who are in possession of the aforementioned articles will be subject to mandatory suspension or expulsion procedures.

## **Conduct Resulting in Suspension, Expulsion, or Reassignment**

You have the opportunity to learn about being a good citizen by sharing some of the responsibility for creating a positive learning environment. To help maintain a quality instructional environment for everyone, students may be suspended, expelled, or reassigned when any of the following actions occur on school grounds or during school functions:

- Use of violence, force, coercion, threat, intimidation or similar conduct that constitutes interference with school purposes [79-4,180(1)]
- Willfully causing or attempting to cause damage to private or school property, stealing, or attempting to steal property of substantial value, or repeated damage or theft of property [79-4,180(2)]
- Causing or attempting to cause personal injury to a school employee, school volunteer, or student [79-4,180(3)]
- Threatening or intimidating a student trying to get money or anything of value from the student [79-4,180(4)]
- Possessing, handling or transmitting any object or materials generally considered a weapon [79-4,180(5) and Grand Island School Board Policy 8470–Weapons In School]
- Unlawful possession, selling, dispensing, or use of a controlled substance, an imitation controlled substance, a substance represented to be a controlled substance, alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor [79-4,180(6)]
- Public indecency (applicable to students ages twelve to nineteen) [79-4,180(7)]
- Sexual assault or attempted sexual assault of any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function or event.
- Engaging in any activity forbidden by law which activity constitutes a danger to other students or interferes with school purposes [79-4,180(9)]
- Repeated violations of any established rule if such violation constitutes a substantial interference with school purposes [79-4,180(10)].

## **Policy 8460 Student Interviews**

Generally, students may not be interviewed during the school day or during school activities by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal’s office. Any person seeking an interview with a student or students must present credentials and secure permission from the administrator. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. If the parent or legal guardian cannot attend the interview the building administrator or designee will be present. (see Policy

8460 for full details)

## **Policy 8461 SEARCHES, SEIZURES, AND ARRESTS**

The Grand Island Public Schools district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, vaping devices, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

## **Reporting Student Law Violations**

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.

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.

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 Grand Island 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:

- Knowingly possessing illegal drugs or alcohol.
- Assault.
- Vandalism resulting in significant property damage.
- Theft of school or personal property of a significant nature.
- Automobile accident.
- 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.

## **Multicultural Policy - Board Policy 7180**

The philosophy of the Grand Island Public Schools multicultural education program is 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.

## **Notice of Nondiscrimination - Board Policy 1310 (1310.2 Report Form)**

Grand Island Public Schools (GIPS) is committed to a policy of nondiscrimination. Helping students to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society is essential to this end. Our goal is to create a learning environment free of discrimination.

The district will establish and maintain an atmosphere in which all persons will exhibit the following:

- Respect for the individual regardless of economic status, intellectual or physical ability, race, color, religion, national origin, ethnicity, sex or gender, sexual orientation, marital status, or age,
- Respect for cultural differences,
- Respect for economic, political, and social lives of others, and
- Respect for the right of others to seek and maintain their own identities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Students:** Associate Superintendent for Student Services, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900; [rdexter@gips.org](mailto:rdexter@gips.org)
- Employees and Others:** Director of Human Resources, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900; [wstelk@gips.org](mailto:wstelk@gips.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at Office for Civil Rights, Kansas City Office for Civil Rights, U.S. Department of Education, One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **Parent Right Afforded by Section 504 of the Rehabilitation Act of 1973**

Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their district who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of the disability. Under Section 504, FAPE means providing regular or special education and related accommodations and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Parents can request to meet with their students' education team for the purpose of discussing the need for a 504 Plan.

## **Notification of Parental Rights Under FERPA - Board Policy 8750**

Parents, legal guardians and eligible students have the right to opt-out of the disclosure of "Directory Information," subject to the requirements and limitations of the Family Educational Rights and Privacy Act (FERPA), state law, and the policies and procedures contained in this policy. Opt-out forms are only effective for the school year in which they are submitted. In order to opt-out of the disclosure of Directory Information, you must submit a written Opt-Out of Directory Information form, which can be obtained from the principal's office at the elementary schools, and from the guidance offices at the middle schools and high school. Opt-out forms must be submitted to the principal's office for elementary students, and to the school guidance offices for students attending the middle school or high school, within the time frame specified on the form. Forms submitted after the due date will be accepted, however, some information may have already been disseminated or submitted for printing and will not be able to be changed or removed.

The District is required to supply class lists including name, address, and phone number to college and military recruiters upon their request. Parents and legal guardians will have the opportunity to deny the inclusion of their child's information in class lists requested by college or military recruiters.

If you have a concern, questions or complaint about any of the above rights, please first contact and discuss it with your school's principal or the Associate Superintendent. You also have the right to file a complaint with the U.S. Department of Education concerning your rights under FERPA, whose contact information is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **Notice Concerning Disclosure of Student Recruiting and Tracking Information**

The No Child Left Behind Act 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.

## **Title 1 Parent and Family Engagement Guidelines**

The Grand Island Public School District intends to meet the expectations of the parental involvement guidelines in accordance with the Every Student Succeeds Act of 2015 through the following activities and when feasible, in a language that parents understand:

- Involve parents in developing the Title I Parent and Family Engagement Plan
- Plan parental involvement activities
- Involve parents in activities
- Build capacity for strong parent involvement
- Coordinate and integrate parental involvement strategies with other programs
- Conduct an annual evaluation of the content and effectiveness of the Parent and Family Engagement Guidelines

Each school that receives Title I Funds shall distribute these guidelines to parents of all students attending the school. The school shall:

- Convene annual meeting(s) at convenient time(s) to which all parents of participating children shall be invited and encouraged to attend
  - the agenda will inform parents of their school's participation in the Title I program, explain what Title I is and the requirements associated with it and the parent's right to be involved
- Involve parents in the planning, review and improvement of the Parent and Family Engagement Plan
  - Parent surveys, parent meetings, parent/teacher conferences, social media, are all examples of how this may be accomplished
- Provide parents with timely information regarding curriculum, instruction and assessment practices and proficiency levels
  - Parent/family nights (i.e. Back to School Events, Literacy Nights)
  - Parent/teacher conferences twice a year
  - Report cards sent home three times per year at elementary and middle school
- Provide opportunities for parents to participate, as appropriate, in decisions relating to the education of their children
  - Parent/teacher conferences
  - Response to Intervention Process
  - IEP meetings
- Involve parents in the development and review of a school-parent compact that outlines shared responsibility for improved student academic achievement
  - Title I parent meeting
  - Parent/teacher conferences
- Provide assistance, opportunities, and/or materials for helping parents to understand topics

relating to their student's academic achievement in a format and when feasible, in a language that parents can understand

- Interpreters attend meetings
- Communication is sent home in English and Spanish, other languages as needed
- Parents of all students are welcome and encouraged to be involved in their child's education. Accommodations will be provided for parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, or are parents of migratory children
  - Interpreters (language, hearing) available and utilized as needed
  - Migrant facilitators available to support migrant families
  - ADA accessible buildings or meetings held in accessible locations
  - School information is communicated in a variety of ways (social media, emails, newsletters, phone calls)

## **Pregnant or Parenting Students – Board Policy 8518**

The Grand Island Public Schools recognizes that pregnant or parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. The Grand Island Public Schools will educate pregnant or parenting students and will provide reasonable accommodations to support and encourage all pregnant or parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

## **Homeless Students - Board Policy 8231**

Grand Island Public Schools reaffirms its commitment to a policy of providing equal educational opportunities for all students commensurate with their needs, abilities and diverse cultural backgrounds. It shall be the policy of the Grand Island Public Schools to ensure that each homeless student has equal access to a free, appropriate public education as provided to all other students. Grand Island Public Schools will comply with the federal and state law related to homeless students. A "homeless child" for the purposes of this Policy is a student who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a student who is not in the physical custody of a parent or guardian. The following guidelines are detailed in 8231.1-Administrative Procedures for Implementation of 8231.

1. Homeless Coordinator: The District's designated Homeless Coordinator is the Assistant Superintendent for Student Services and Homeless Education Liaison. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
2. Enrollment and Placement of Homeless Students: The enrollment and placement of homeless students shall be in compliance with federal and state law.
3. Educational Services and Stigmatization or Segregation: It shall be the policy of Grand Island Public Schools that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless student has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title 1, educational programs for students with disabilities, and educational programs for students with limited English proficiency, programs in vocational technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent required by law.
5. Dispute Resolution. The process to resolve disputes concerning the enrollment or placement of a homeless student is included in 8231.1-Administrative Procedures for Implementation of 8231.

## **Student Due Process Rights - Complaint Procedures - Board Policy 8420**

It is the right and responsibility of both school officials and students to develop a functional and orderly procedure through which consideration of student problems and concerns can be discussed and resolved quickly and equitably.

In all matters of complaints the student shall first consult the member of the school staff most immediately affected. If a timely and agreeable solution is not reached at this level, further appeal may be made to the building level administrator, and hence to the superintendent or appointed representative. It is the goal of the board to resolve student complaints at the organization level in which it occurs.

All students will be afforded due process as guaranteed by constitutional provisions. Complaints involving student suspension, expulsion or mandatory reassignment will follow provisions of the Student Discipline Act. All other student and parent/guardian complaints are to follow the chain of command as outlined in district policies. Rules for student conduct and appeal procedures will also be published in the student handbook.

If the complaint cannot be resolved by a certified employee, the student and parent/guardian may discuss the matter with the principal within 10 days of the employee's decision. If the matter cannot be resolved by the principal, the student and parent/guardian may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student and parent/guardian may request a hearing with the Grand Island Public Schools Board of Education.

## **Student and Staff Memorials – Board Policy 9501**

The Grand Island Public Schools recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, student gathering spaces and other areas on district property upon such losses or events. Such memorials shall not be permitted due to disruption of the learning environment. Donations to the Grand Island Public Schools Foundation for scholarships are encouraged for a more lasting remembrance. Private sales of memorabilia “for profit” will not be permitted in Grand Island Public Schools or at events.

The school yearbook will include a “Memorial Page” to recognize all students and staff who passed during the current school year. One edition of the school newspaper/newsletter will recognize the death of a student or staff member. Information on a “Memorial Page,” is limited to the name, photo, dates of birth/death, and school activities in which the student or staff member participated. It is not appropriate to list cause of death in the publication. The designated “memorial page” sponsored by the school shall be the only memorial page accepted for the yearbook. No pages for memorials will be available for purchase.

## **Policy 7190 DISTRICT WELLNESS POLICY**

The Grand Island Public Schools acknowledge that student and staff wellness play a critical role in the academic environment. As recommended by the Nebraska Health School Program Local School Wellness Policy Implementation (July 29, 2016) the Grand Island Public Schools will provide a healthful learning environment by supporting district policy with healthy school meals, healthy competitive foods and beverages, physical and social/emotional education, physical activity, and student and employee wellness.

The Grand Island Public Schools will provide a comprehensive learning environment to develop and practice lifelong wellness behaviors, with the objective of promoting student and staff health and reducing childhood obesity. School learning environment expectations shall be aligned with federal guidelines, **7190 DISTRICT WELLNESS POLICY**, and The Healthy, Hunger-Free Kids Act of 2010. Guidelines shall promote active lifestyles and healthy habits to positively influence student and staff understanding, beliefs and behaviors related to health education, wellness, and physical activity.



# Technology

**SEE ALSO:** GIPS ONE-TO-ONE STUDENT/PARENT HANDBOOK, PAGE 44

## Student Use of Personal Electronic Communication Devices - Board Policy 8456

Electronic Communication Devices (ECDs) when used in support of student learning are allowed in Grand Island Public Schools according to the procedures included in this document. Students may bring personal technology, including computers, smart phones, network access devices, or other electronic communication devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. Access to the Internet or other district communication systems from personal technology is limited to wireless access points on the school campuses. Access to the Internet or to other district communication systems from personal technology is not available via hardwire connections. Video game systems, DVD players, and other devices, which serve no educational function, are prohibited.

Cameras and/or video recorders (other than those incorporated into ECDs) are not allowed in school buildings, on school-provided transportation, or at school-sponsored activities without the express authorization in advance by the building principal or designee. The use of any photographic or video equipment, including such equipment incorporated into ECDs, is prohibited without expressed administrative consent.

Personal ECDs are allowed on school property subject to the following:

- Camera, video, and/or audio recorders will not be used while on school property, at school-sponsored activities, or while on school-provided transportation, without administrative consent.
- Phones should be kept either turned off, or on silent following the rules specified by the classroom teacher.
- Any ECD containing an integrated camera will be turned off (not simply on silent or vibrate mode) and kept stowed out of sight in locker/dressing rooms or on district provided transportation.
- Personal ECDs are only allowed to connect to the filtered, unsecured wireless network in the district. Any attempt to circumvent technology protection measures such as network Internet access filtering by using an ECDs built-in cellular network is prohibited.
- Students in grades 6-12 may use personal ECDs at school following administrative guidelines. Guidelines for acceptable use will be shared with students and parents.
- Students in grades Pre-K-5 are discouraged from bringing ECDs to school.
- Use of ECDs will follow the same network access guidelines as included in the Acceptable Use Agreement. Examples of behavior which is not tolerated includes but is not limited to:
  - cheating;
  - bullying or harassment;
  - displaying, accessing, or downloading obscene or pornographic materials; or
  - disruption of the learning environment.

The consequences for using ECDs in violation of the aforementioned rules, state or federal law, or school board policy are as follows:

- 1st Offense: The ECD will be confiscated, turned in to the school office, and picked up by the student from the principal at the end of the school day, unless the device is needed longer for examination by school or district IT personnel.
- 2nd Offense: The ECD will be confiscated, turned in to the school office, and picked up by the parent or guardian following a meeting with the principal.
- 3rd Offense: The privilege to bring an ECD on to school property is revoked and the parent or guardian can pick up the ECD from the principal at the end of the semester.

The principal will decide when the student's privilege to bring an ECD to school is restored.

In addition to the above consequences, school officials may conduct a search of the ECD if they have reasonable suspicion that the student was using the ECD to violate the law, school board policies, or school rules. Depending on the nature of the violation, school officials may make a referral to law

enforcement officials, and/or commence disciplinary action against the student such as expulsion, suspension, or reassignment. The possession of obscene or pornographic or other illicit material on an ECD will result in a referral to law enforcement officials.

Grand Island Public Schools will not be responsible for the loss, theft or damage to ECDs. Students who bring such devices onto school property do so at their own risk of loss and with the understanding that unclaimed devices will be disposed of by the school at the end of the semester.

## **Internet Safety – Board Policy 8457**

It is the policy of Grand Island Public Schools to comply with the Children’s Internet Protection Act (CIPA). Technology protection measures will be used to block and filter Internet access. These measures are in place to provide reasonable protection from the inadvertent access of obscene visual depictions or pornography, child pornography, or other content deemed harmful to minors. Grand Island Public schools shall:

- prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

In addition to technology protection measures, the Grand Island Public Schools will provide annual training for students at all grade levels addressing the following issues:

- access by minors to inappropriate matter on the Internet and World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications;
- unauthorized access including “hacking” and other unlawful activities by minors online;
- unauthorized disclosure, use, and dissemination of personal information regarding self or others; and
- monitoring the online activities of minors and cyber bullying awareness and response.

Users who fail to abide by district Network Usage Agreement procedures shall be subject to disciplinary action, possible revocation of the user account, and legal action as appropriate. Potential consequences may include, but not be limited to:

- restriction or loss of access to the network and Internet;
- possible suspension, reassignment, or expulsion; and/or,
- referral to law enforcement.

It shall be the responsibility of all members of the Grand Island Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or the superintendent’s designees.

All district policies, including those addressing discrimination, harassment, and copyright issues, will apply to the use of networked resources.

## **Electronic Device Voluntary Protection Plan**

The implementation of iPads and laptops as a learning resource represents a huge financial commitment on the part of the district. Students are financially responsible for any damages to their electronic device. In order to provide end-user protection and peace of mind, GIPS is offering a voluntary electronic device protection plan. If you choose to enroll, the financial burden of accidental damage or theft will be lessened.

### **Cost for Protection Plan:**

The protection plan works on a yearly fee with a per-incident deductible:

**5-12 Laptop:**

Yearly Enrollment Cost = \$10

1st Incident Deductible = \$20

2nd Incident Deductible = \$40

3rd Incident Deductible = \$60

*Protection plan enrollment cost and deductibles will be adjusted as needed on an annual basis.*

Students can enroll in the voluntary protection plan by visiting the Grand Island Senior High or Middle School Media Center. If there is an issue, the student should bring the device to the Media Center immediately to get a replacement while the device is being repaired.

## STUDENT INVOLVEMENT

### Extracurricular Activities

#### Rights, Conduct, Rules and Regulations

Extracurricular programs enrich the curriculum of the school, and students are encouraged to participate in activities that interest them. There are intra-murals, fine arts activities, a wide variety of clubs, and interscholastic athletics. All extracurricular activities are considered an extension of the school day, regardless of the location; therefore, regular school policies should dictate the student behavior. The Grand Island Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

In order to represent a high school in interscholastic athletics/activities a student must abide by eligibility rules as set by the Nebraska School Activities Association. These rules include such items as: a student is ineligible if 19 years of age on or after August 1, of current school year; students must have been enrolled in school the immediate preceding semester and have passed a minimum of 20 hours that semester; students must be enrolled in 20 semester hours in the current semester. Consent forms and complete rules are available through the Activities Office.

#### Safety

The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

#### Student Concussions - Board Policy-8655

Concussion and brain injury information will be provided on an annual basis to students and the students' parents or guardians prior to such student initiating practice or competition. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games until the student: (i) has been evaluated by a licensed healthcare professional, (ii) has received written and signed clearance

to resume participation in athletic activities from the licensed healthcare professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian. It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

## **Extracurricular Activity Code of Conduct**

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student 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. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

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.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

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 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**

The following conduct rules have been determined by the Grand Island Public Schools to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including a 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 another person shall not constitute a violation.
- Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
- 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, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
- Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a 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. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

- Public indecency.
- Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
- 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;
- Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
- Repeated violation of any of the school rules.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- 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 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 or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for those students riding Grand Island Public School buses or vehicles used for activity purposes.
- Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
- Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
- Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
- All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
- Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials. Behaviors not covered in this handbook will be handled on an individual basis with disciplinary action determined by the appropriate administrator.

## **Violation determination**

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

- When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
- When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
- When a student admits to violating one of the standards of the Code of Conduct.
- When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
- When school officials otherwise find sufficient evidence to support a determination that a violation

has occurred.

## Procedure Prior to Suspension

In the event that this policy is violated and a student is to be suspended from an activity, the following process shall be initiated:

1. The student shall be notified of the alleged rule violation in a meeting with school officials. At that meeting, the student and the school officials will discuss the details of the alleged violation, and the ensuing consequences. The student shall have an opportunity to present information related to the incident.
2. Parents of the student shall also be notified of the violation and consequences. School officials will summarize the details related to the incident and then advise the student and parents of the action that will be taken.
3. The student and parents shall be afforded full opportunity to make any statements or request explanations related to the incident.
4. The building principal shall issue a decision related to suspension.
5. The student or student's parent/guardian may request in writing an informal hearing before the superintendent within five days of the suspension notice. The superintendent may designate an administrator not responsible for the suspension decision as the superintendent's designee to conduct the hearing. The hearing will be held within ten calendar days of receipt of the request. Upon conclusion of the hearing, a decision will be rendered within five school days.
6. There will be no stay of the penalty imposed pending completion of the due process procedures.
7. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

## Appeal Process

After a ruling of ineligibility resulting in suspension from activities has been made, a student and a student's parents may formally appeal the decision, in writing, to the superintendent of schools, provided an appeal is received five (5) days from the first day such ineligibility shall take effect.

## Consequences specific to drugs, alcohol or other controlled substances

The student shall not be involved with alcohol, tobacco, or illegal drugs. During the school year, or in the summer whenever a student is representing Grand Island Public Schools at an activity, a student shall not, regardless of quantity, use, consume, or have in their possession, alcohol, tobacco, or controlled substances. Students shall not buy, sell, or give away alcohol, tobacco products, controlled substances, or look-alikes.

## Consequences for Violations

### Policy 8650.1 Participation in Activities Guidelines

Grand Island Public Schools hold students involved in activities to a higher standard, as they represent not only themselves, but their school and community. GIPS expects all athletes and activity participants to be drug, alcohol, and tobacco free, and to understand that it is a privilege to be involved in school activities. The following applies to all school activity participants.

A lifestyle free from the influence of drugs and alcohol is a responsible and healthy choice. Decisions related to this issue are extremely important and do have a direct correlation with student success. Students, parents, and the school all share responsibilities in the development of these important student choices. The Grand Island Public Schools continue to endorse and support a lifestyle for students that is free from the influence of alcohol, drugs, and tobacco. When students choose to use alcohol, drugs, and/or tobacco, their levels of performance are diminished. GIPS has established rules and consequences, with an emphasis on a program of education and support to foster a chemical-free lifestyle.

### Procedure for Rule Violation

The student shall not be involved with drugs, alcohol, or tobacco. Whenever a student is representing GISH in an activity, a student shall not, regardless of quantity, use, consume, or have in their possession, drugs, alcohol, or tobacco (with exceptions as outlined by state statutes 53-168.06, 53-180.2). Students

shall not buy, sell, or give away drug, alcohol, or tobacco products, or look-alikes. It is not a violation for a student to be in possession of or use a controlled substance specifically prescribed for the student by their doctor. Consequences will be documented regardless of the student's attendance center. Methods for verification of rule violation include: a) Ticketed by the police for drug/alcohol/tobacco related offense; b) Admission by the student involved; c) Violation witnessed by school personnel; d) Other evidence that the rule violation took place.

In the event that this policy is violated, the following process shall be initiated:

1. The student shall be notified of the alleged rule violation in a meeting with school officials. At that meeting, the student and the school officials will discuss the details of the alleged violation, and the ensuing consequences. The student shall have an opportunity to present information related to the incident. A student who "self-reports" will have an impact on consequences.
2. Parents of the student shall also be notified of the violation and consequences. School officials will summarize the details related to the incident and then advise the student and parents of the action that will be taken.
3. The student and parents shall be afforded full opportunity to make any statements or request explanations related to the incident.
4. The building principal shall issue a consequence.
5. This decision is final and binding on all parties. Appeals to the decision remain at the building administrative level.

After confirmation of the violation, in addition to established state statutes and local school policies, the student shall be required to receive support from a school approved drug/alcohol/tobacco support program and may be suspended from all school activities for a specified number of school calendar days starting from the date of the confirmation. Students involved in a school-sponsored activity will be required to attend and participate in all practice sessions during the time of suspension. They may also be required to attend, but not participate, at a scheduled performance/event.

## Consequences

Consequences for drug, alcohol, and tobacco violations are as follows:

- **First Violation:** A five (5) day or less suspension from school activities. In addition, the student will be required to attend and complete an educational program endorsed by the school;
- **Second Violation:** A seven (7) day or less suspension from school activities. In addition, the student will be required to show evidence that they have received counseling from a professional outside of the school (i.e. Central Nebraska Council on Alcohol and Addictions, drug and alcohol counselor, psychiatrist, psychologist, etc.). The school may require the student to participate in a drug/alcohol evaluation before they can participate in an activity;
- **Third Violation:** Fourteen (14) day or less suspension from school activities and the student will be required to complete a professional evaluation and program for chemical dependency. Verification of completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the chemical dependency program prior to reinstatement of the student.

## Student Self-Report Option

If the student "self reports" to the coach/sponsor or principal within three (3) school days of the rule violation, the suspension will be reduced to seven (7) days for the first drug/alcohol violation, and fourteen (14) days for the second violation. No self-report option will be available for a third drug/alcohol violation, or any tobacco violation.

## Letters and Post-Season Honors

A student who commits a Code of Conduct violation is:

Eligible to letter, provided the student meets the criteria of the coach or sponsor.

Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation.

The coach/sponsor, with the athletic director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

## Attendance expectations for participants

Student participants are expected to meet the following attendance expectations:

- Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy may be found ineligible to participate in extracurricular activity contests or performances.
- Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
- On the day of a contest, performance or other activity, be in attendance at least half of the school day. A student who is not in attendance for at least half of his/her scheduled classes is ineligible for the contest, performance, practice, rehearsal, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the principal or athletic director.

## Parents’ Role in Extracurricular Activities

### Communicating with your children

Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.

- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don’t compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don’t compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### Communicating with the coach

Communication you should expect from your child’s coach includes:

- Philosophy of the coach
- Expectations the coach has for your child
- Locations and times of all practices and contests
- Team requirements
- Procedure should your child be injured
- Discipline that results in the denial of your child’s participation

Communication coaches expect from parents:

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach’s philosophy and/or expectations

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally, and physically
- Ways to help your child improve
- Concerns about your child’s behavior
- Injuries or health concerns



Report injuries to the coach immediately. Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes (except for reporting activity code violations)

Appropriate procedures for discussing concerns with the coaches:

- Parents should always let the student and the coach work out any issues first before intervening. A goal of all our extracurricular programs is to develop our young people into responsible adults; part of that is being able to deal with adversity, and address any issues head on.
- Call to set up an appointment with the coach.
- Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution).

What should a parent do if the meeting with the coach did not provide satisfactory resolution?

- Call the athletic director to set up a meeting with the activities director, coach, and parent present.
- At this meeting, an appropriate next step can be determined, if necessary.

## **Responsibilities of Spectators Attending Extracurricular Activities**

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious.
- Maintain self-control.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noisemakers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

## **School Dances**

A school sponsored dance is a school activity subject to all provisions of the Extracurricular Activity Code, and is a privilege available to students meeting all requirements for participation. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

### **Who can attend**

- Only students of Grand Island Public Schools and their guests may attend (including Success Academy).
- GISH and Success Academy students who graduate at semester or graduate early in the Spring semester may attend prom.
- Students currently attending Grand Island Senior High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Grand Island Senior High

School or their own school and have completed the Outside Date Request Form are generally considered appropriate dates or invited guests.

- Persons must be of high school age and not older than 20 years of age to attend GISH dances.
- Some school dances may be restricted to students attending specified grades levels at Grand Island Public Schools. For any dances at the middle school level, only students attending Grand Island Public Schools in the grade(s) for which the dance is being held may attend.
- Students who have been suspended from school or from extracurricular activities may not attend.
- The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
- Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
- Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

## **Prohibited Substances**

Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer test prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

## **Appropriate Attire**

Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the principal or staff sponsor for the event if you are uncertain about your attire.

## **Behavior on the dance floor**

No "grinding" or sexually explicit dancing will be allowed. An initial warning for inappropriate dancing will be given to each student when s/he enters the dance. If the student chooses to 'grind' or dance inappropriately during the dance, s/he will be asked to leave, and parents will be called.

# SUPPLY LISTS

These items are recommended for purchase by parents/guardians. These supplies are not a requirement to attend school. Schools can provide individual classroom “wish lists” if patrons would like to donate supplies.

## GIPS Elementary Supply List

### Kindergarten:

- Headphones
- Book bag/backpack
- Box of tissues

### First & Second Grades:

- Headphones
- Book bag/backpack
- Crayons
- #2 pencils
- Pencil bag or box
- Erasers
- Box of tissues
- Fiskar scissors
- Pocket folders
- Glue/glue sticks

### Third, Fourth, & Fifth Grades:

- Headphones
- Book bag/backpack
- Crayons
- #2 pencils
- Pencil bag
- Erasers
- Box of tissues
- Fiskar scissors
- Pocket folders
- Glue/glue sticks
- Colored pencils
- Spiral notebooks
- Loose-leaf paper (wide or college)
- Red correcting pen

# GIPS Middle School Supply List

## Barr Middle School

### All Grades Supply List

- Pens: red, blue and black
- Pencils
- Erasers
- Highlighters
- Box of colored pencils or markers
- Three packages loose-leaf notebook paper
- 1" binder
- Two composition notebooks
- 1-subject spiral notebook
- Earbuds (optional)
- Black dry erase markers

## Walnut Middle School

### All Grades Supply List

- Pencils
- Pens
- Personal use earbuds
- 2" binder

## Westridge Middle School

### 6th Grade List

- No zipper binders
- Pencils - regular or mechanical
- One large pink eraser
- One package colored pencils
- Two boxes Tissues
- Two 1" three-ring binder
- Four package loose leaf notebook paper
- Two 5 tab divider
- One package highlighters
- One pencil bag with 3 holes
- Two 3-prong pocket folders
- One college-ruled spiral notebook
- Cheap earbuds or small headphones to leave at school

### 7th Grade List

- NO Zipper Binders
- Pencils - regular or mechanic
- Two boxes of tissues
- Two package loose-leaf notebook paper
- One package highlighters
- One package of 4 large dry erase markers
- Five pocket folders
- Two college-ruled spiral notebooks
- Cheap earbuds or small headphones to leave at school (optional)

### 8th Grade List

- Three spiral notebooks for Science, Social Studies and Language Arts
- One spiral notebook graph paper for Math
- One package 3x5 index cards
- Pencils - regular or mechanical (must have for all classes)
- Pens - blue or black

- One package colored pencils (for Math)
- Two boxes of tissues
- One pencil pouch to carry writing utensils
- Cheap earbuds or small headphones to leave at school

#### **CBI Program List**

- Regular pencils
- Three boxes of tissues
- Large pink eraser
- One package of colored pencils
- Two dry erase markers
- Package of highlighters
- Markers or crayons

#### **Suggested List for CBI**

- Water bottle
- Wipes
- Toothbrush/toothpaste
- Spare outfit (with name on tags)

## GIPS High School Activity Supply List

These are items students are required to purchase in order to participate in the listed activity. These are items not provided by the school. Fundraising opportunities are available where noted.

### **Activities/clubs/organizations**

#### **GISH Trap Team**

- Shotgun
- Ammunition
- Ear plugs
- Safety glasses
- Team shirt

#### **Key Club**

- \$15 dues

#### **Mock Trial**

- Dress clothes, shoes for competition

### **Athletics**

#### **Baseball**

Fundraising opportunities available

- Away jersey
- Catcher's equipment
- Hats
- Bats

#### **Basketball - girls**

- Basketball shoes

#### **Cheerleading**

Fundraising opportunities available

- Uniforms
- Camps

#### **Cross Country - boys and girls**

- Running shoes

#### **Football**

Fundraising opportunities available

- Practice t-shirt
- Practice shorts

- Practice socks
- Polo shirt
- Football cleats

**Golf - boys**

Fundraising opportunities available

- Polo shirt

**Golf - girls**

- Golf clubs
- Polo shirt
- Appropriate golf attire for practices

**Soccer - boys**

Fundraising opportunities available

- Uniform

**Soccer - girls**

Fundraising opportunities available

- Soccer cleats
- Shin guards
- Uniforms (if players want to keep them)
- Warm up gear

**Softball**

Fundraising opportunities available

- Uniforms
- Practice gear
- Bat
- Glove

**Swimming - boys and girls**

- Swimsuit
- Goggles

**Tennis - boys**

- Rackets
- Court shoes

**Track and field - boys and girls**

- Running shoes/spikes
- Sweats/weather gear

**Volleyball**

Fundraising opportunities available

- Kneepads
- Volleyball shoes
- Practice t-shirts
- Game warm-ups

**Fine Arts****Band**

Fundraising opportunities available

- Shoes
- Gloves
- T-shirt

**Forensics**

Fundraising opportunities available

- Dress clothes
- Team shirt

**Orchestra**

- Concert outfit (dress/tux) for freshmen

**Show Choir**

Fundraising opportunities available

- Character shoes (ladies)
- Tights/spandex shorts (ladies)

# GIPS ONE-TO-ONE STUDENT/PARENT HANDBOOK

## Overview

Grand Island Public Schools (GIPS) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of GIPS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With the privilege and opportunity to explore resources come responsibilities for the parent and the student. When signing the Student/Parent Laptop Agreement, you are acknowledging that you understand and accept the information in this document.

GIPS students and families must understand that:

- All users of the GIPS network and equipment must comply at all times with the GIPS School District 8457.1 Administrative Guidelines for Network Usage – Students.
- Laptops are on loan to students and remain the property of GIPS.
- All users are accountable to all school, district, local, state, and federal laws.
- All use of the laptop and network must support education.
- Students and families must follow all guidelines set forth in this document and by GIPS staff.
- All rules and guidelines are in effect before, during, and after school hours, for all GIPS computers whether on or off the school campus.
- All files stored, accessed, or transmitted on GIPS equipment or networks are subject to review and monitoring. Students using GIPS equipment or networks have no expectation of privacy.
- The term “equipment” or “technology” refers to laptops, tablets, batteries, power cord/chargers, cases, and accessories.
- Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a school issued textbook.
- Students are expected to keep the laptops in good condition. Failure to do so may result in bills for repair or replacement.
- The price that the district paid for the laptop includes: the laptop, case, battery, and power adapter.
- Students are expected to report any damage to their computer/equipment as soon as possible. This means no later than the next school day.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws and educational fair use policies.
- Students may only log in under their assigned username. Students may not share their password with other students.
- Students may not loan laptop components (power adapter, battery, case, etc.) to other students for any reason. Students who do so are responsible for any loss of components.
- Laptops come with a standardized image already loaded.
- All students have access to Google Drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
- Any failure to comply may result in disciplinary action. GIPS may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
- GIPS reserves the right to confiscate the property at any time.

## Parent/Guardian Responsibilities

Grand Island Public Schools makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

## Sign the Student/Parent Laptop Agreement

### Parent/Guardian Responsibility

In order for students to be allowed to take their laptops home, the student and their parent/guardian must sign the Student/Parent Laptop Agreement after the Parent Laptop Orientation. The Parent Laptop Orientation provides background information about the device and how students are expected to use and care for the device. Check with your student's school for the options and schedule.

### Orientation Topics

- GIPS Electronic Use Policy and Acceptable Use Procedure
- Student/Parent Laptop Handbook
- Internet safety
- Parent/guardian and student responsibilities

## Accept Liability

### Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Lost or damaged because of negligence
- Stolen, but not reported to school and/or police in a timely manner

## Monitor Student Use

### Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### Suggestions

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign.
- Only allow laptop use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the laptop. Ask questions and request that they show you his or her work often.

## Support Student Safety

### Shared Responsibility

For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

### Safety Tips for Review

Please review the following safety tips with your student:

- Walk to and from school in groups of two or more.
- Be aware of your surroundings including people, vehicles, and wheeled devices.
- Let someone know when you leave and when you arrive home.
- If someone follows you on foot, get away from him or her as quickly as possible.
- If someone follows you in a car, turn around and go in the other direction.
- Always tell a parent, guardian, school official, or trusted adult what happened.
- Obey the traffic lights and crosswalk signals.
- Look both ways and never run across the street.
- If someone demands your laptop, give it to the person.



# Laptop Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Students receive laptop-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

## Summary for Administrative Guidelines for Network Usage

### General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

### Security Reminders

- Do not share logins or passwords Exception: students are asked to share passwords with parents or guardians
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

### Activities Requiring

- Teacher Permission
- Sending email
- Instant-messaging
- Using headphones in class

### Appropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

### Removable Media/Storage

All GIPS rules and guidelines apply to any removable media/storage plugged in to a GIPS laptop. Note: Google Drive (cloud) is preferred for backup.

## Laptop Use, Care, and Classroom Routines

### Lockers (if available)

- Laptops should be stored in the carrying case.
- Never pile things on top of it.
- Never leave it on the bottom of the locker.
- Never leave the locker set to open without entering the combination.

### Hallways

- Keep your laptop in the GIPS case at all times.
- Always use the handle, strap, or two hands to carry the laptop.
- Never leave the laptop unattended for any reason.
- Log-off or lock the computer before you change classes.

### Classroom Habits

- Center the laptop on the desk.
- Close the lid of the laptop before standing up.

- Lock the computer before walking away from it.
- Follow all directions given by the teacher.

### Care of Laptop at Home

- Charge the laptop fully each night.
- Use the laptop in a common room of the home.
- Store the laptop on a desk or table - never on the floor.
- Protect the laptop from:
  - Extreme heat or cold
  - Food and drinks
  - Small children and pets

### Traveling To and From School

- Do not leave the laptop in a vehicle.
- The laptop must be transported in the GIPS provided laptop case.
- If ever in a situation when someone is threatening you for your laptop, give it to them and tell a staff member as soon as you arrive at school.
- Stolen laptops are located through CompuTrace/Absolute Manage and are retrieved in cooperation with the local police department.

### Prohibited Actions

Students are prohibited from:

- Putting stickers, markings, or an additional case/cover on the laptops, cases, batteries, power adapters.
- Defacing GIPS issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptops or accessories.
- If such action occurs, the student will be billed the cost of repair or replacement.

### Troubleshooting and Swaps

- Student tries to fix the problem.
- Always try restarting the laptop as the first step in troubleshooting.
- If appropriate, student may ask a classmate for help.
- Student may ask a teacher if the teacher is available to help for this purpose.
- If the student, with consent of the teacher, is unable to resolve the problem, the student should email [helpdesk@gips.org](mailto:helpdesk@gips.org) with a description of the issue.
- Student should then save any work that they have saved locally to his/her Google Drive.
- Student will receive an email with the ticket information or instructions to fix the problem.
- Student takes laptop to the media center during open hours.
- If the media center is not open, the student can continue to use his/her laptop if possible or use alternative methods (i.e. pencil and paper).
- Student returns to class with a swap laptop.
- When the student's original laptop is ready to be picked up, student will receive an email with instructions for the return of the swap.
- Student picks up laptop from media center during open hours.

### Google Email for Students

#### Purpose

All GIPS middle school students are issued a Google email (Gmail) account. Gmail allows students to safely and effectively communicate and collaborate with GIPS staff and classmates, giving them an authentic purpose for writing. The affective use of email is

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet ISTE standards.

#### Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.

- All email and all contents are property of the district.
- Students should not delete email unless instructed to do so by a teacher. Deleting email will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- Email should only be used by the authorized owner of the account.
- Students need to protect their password.

### **Unacceptable Use Examples**

- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

## **Web Cams**

### **Purpose**

Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

### **Examples of Use**

Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

### **Important Note**

Please note that installing internet calling/video-conferencing software (i.e. Skype) is prohibited on GIPS laptops. Software for using the web cam is already installed on the GIPS laptop.

### **Safety**

Please refer to the Parent Responsibility section of this document for suggestions on monitoring student use of technology in the home.

## **Listening to Music**

### **At School**

Listening to music on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

### **At Home**

Listening to music on your laptop (from a streaming website) is allowed at home with permission from parents/guardians.

## **Watching Movies**

### **At School**

Watching movies on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment

### **At Home**

Watching movies on your laptop (from a streaming website) is allowed at home with permission from parents/guardians.

## **Gaming**

### **At School**

Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

## At Home

Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- You have permission from your parent/guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

You are not allowed to load personal software onto your computer.

## Printing

### Printing at School

Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print school work at home, we suggest using the following option:

- Save or upload the file to the student's Google Drive. Use the home computer to access the file via the student's Google Drive.

## Desktop Backgrounds and Screensavers

### Considerations

The GIPS image for the laptops will include a standard background image and screen saver, these settings cannot be managed by the student.

## Copyright and Plagiarism

### Considerations

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

# Technology Discipline

## Behaviors and Discipline Related to Student Computer Use

Tech-related behavior violation equivalent to classroom violations:

- Email, instant messaging, internet surfing, computer games (off-task behavior)  
Equivalent to: Passing notes, looking at magazines, games (off-task behavior)
- Missing bag  
Equivalent to: No binder/missing supplies
- Cutting and pasting without citing sources (Plagiarism)  
Equivalent to: Plagiarism
- Cyberbullying  
Equivalent to: Bullying, harassment
- Damaging, defacing, or endangering laptop or accessories  
Equivalent to: Vandalism, property damage
- Using profanity, obscenity, racist terms  
Equivalent to: Inappropriate language
- Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network  
Equivalent to: Bringing pornographic or other inappropriate content to school in print form
- Using an electronic resources account authorized for another person  
Equivalent to: Breaking into or using someone else's locker

### Technology Related Violations

Other behaviors unique to the digital environment without a traditional classroom behavioral equivalent:

- Deleting browser history
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use

- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district's Internet filter
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

## Discipline

### School-Based Discipline

The discipline policies at each school encompass the one-to-one laptop environment. Please reference the materials specific to each school or contact the school directly for details.

### Progressive Discipline

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

### Example of Progressive Discipline Steps

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of laptop for the class period of network access for extended period of time
- Loss of laptop
- Suspension

### Classroom Interventions

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

### Consequences

GIPS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

## Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license or contract violations
- Unauthorized downloading or installation of any software including shareware and freeware
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
- Gaining unauthorized access anywhere on the network
- Revealing the home address or phone number of one's self or another person
- Invading the privacy of other individuals
- Using another user's account or password, or allowing another user to access your account or password
- Coaching, helping, observing or joining any unauthorized activity on the network
- Posting anonymous messages or unlawful information on the network
- Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization or identification documents
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
- Knowingly placing a computer virus on a computer or network
- Attempting to access or accessing sites blocked by the GIPS filtering system
- Downloading music, games, images, videos, or other media without the permission of a teacher
- Sending or forwarding social or non-school related email

# Laptop Security

## Balanced Approach

Two primary forms of security exist: laptop security and internet filtering. Each of the laptops has a security program installed on it. GIPS strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the GIPS network.

## Laptop Security

Security is in place on the laptop to prevent certain activities. These include downloading or installing software on the laptops, removing software, changing system settings, etc.

## Internet Filtering at School and Home

GIPS maintains an on-site and remote internet filtering device. This program automatically filters all student access to the internet.

# Voluntary Protection Plan

The purchase, implementation, and use of devices as a learning resource represent a huge financial commitment on the part of GIPS. Similar to other resources issued to students, students are financially responsible for any damage to, or loss of, the device. The replacement cost of a device and case is approximately \$250.00. For this reason GIPS is offering a voluntary protection plan to provide families with peace of mind. The plan covers damage or theft of the device up to the replacement cost of the equipment.

## Enrollment Cost

The protection plan works on a yearly upfront payment with a per-incident deductible:

Yearly payment.....	\$10.00
1st Incident Deductible.....	\$20.00
2nd Incident Deductible.....	\$40.00
3rd Incident Deductible .....	\$60.00

# Damaged Equipment

## Repairs

Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Help Desk staff will assist students with having these fixed. These issues will be remedied at no cost.

## Loaner Laptops– “Swaps”

Temporary replacements, known as “swaps”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps. Students are required to make frequent backups to their Google (cloud) Drive in case they need to be issued a swap.

## Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the authorized repair company, if the laptop is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement even if enrolled in the voluntary protection plan.

# Lost or Stolen Equipment

## Lost Equipment

### Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

### Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

## Stolen Equipment

### Reporting Process

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner. Failure to report the theft to the proper staff and failure to follow the proper filing procedure may result in a bill for full replacement cost to the student.

### Financial Responsibility

If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

# Replacement Costs

## Payment Timeline

Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may setup payment plans to clear bills, if needed.

# Internet Safety – Board Policy 8457

## Internet Safety Policy

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

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

(or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects within the Nebraska K-12 Language Arts Standards. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online using the GIPS information system.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice and will be reviewed as needed.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

## **Computer Acceptable Use Policy**

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

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

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

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



3. **Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. **Unacceptable Uses.** The following are unacceptable uses of the technology resources:
  - **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
  - **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
  - **Technology-Related Limitations:** Technology resources shall not be used in any manner, which impairs its effective operations or the rights of other technology users. Without limitation:
    - Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    - Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    - Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    - Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    - Users shall not copy, change, or transfer any software without permission from the network administrators.
    - Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    - Users shall not engage in any form of vandalism of the technology resources.
    - Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
  - **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
    - to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
    - to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
    - to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
    - to engage in or promote violations of student conduct rules.
    - to engage in illegal activity, such as gambling.
    - in a manner contrary to copyright laws.
    - in a manner contrary to software licenses.
5. **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## Review of Internet Safety Policy 8457

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

### References:

- Children's Internet Protection Act, 47 USC § 254 FCC Order adopted August 10, 2011
- 47 USC § 254(h)(1)(b);
- 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
- Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

### Grand Island Public Schools policies:

- 1310–NONDISCRIMINATION
- 1311–BULLYING AND HARRASSMENT
- 5521–COPYRIGYT COMPLIANCE
- 8457-INTERNET SAFETY

# INDEX

## A

Academic Information ..... 12  
 Academic Integrity ..... 13  
 Academic Letters ..... 16  
 Acceptable use of technology ..... 53  
 Access to Networked Information Resources ..... 31  
 Activity Absences ..... 12  
 Appeal Process ..... 36  
 Appearance ..... 23  
 Arrival and Dismissal From School ..... 6  
 Attendance ..... 11  
 Attendance Codes ..... 12  
 Attendance expectations for extracurricular participants ... 37  
 Attire at school dances ..... 39

## B

Behavior on School Buses ..... 21  
 Behavior on the dance floor ..... 39  
 Bicycles and Other Small-Wheeled Devices ..... 8  
 Breakfast and Lunch Fees ..... 10  
 Bullying ..... 24  
 Business procedures ..... 6

## C

Care of School Property ..... 7  
 Cheating ..... 13  
 Class Rank ..... 17  
 Communicating with the coach ..... 37  
 Communicating with your children ..... 37  
 Complaint Procedures ..... 30  
 Concussions ..... 33  
 Conduct Resulting in Suspension, Expulsion ..... 25  
 Consequences specific to controlled substances ..... 36  
 Contact information ..... 3  
 Copyright and Fair Use Policy ..... 8  
 Copyright and plagiarism ..... 49  
 Course Registration ..... 16

## D

Damaged laptops ..... 51  
 Dances ..... 39  
 Dating Violence Prevention ..... 24  
 Destruction of School Property ..... 7  
 Dismissal From School ..... 6  
 Due Process Rights - Complaint Procedures ..... 30

## E

Electronic Device Voluntary Protection Plan ..... 32, 51  
 Elementary School grading ..... 14  
 Email ..... 47  
 Emergency Situations ..... 7  
 Enrollment Information ..... 6

Extracurricular Activities ..... 33  
 Extracurricular Activity Code of Conduct ..... 33

## F

Fair Use Policy ..... 8  
 Fee Waivers ..... 9  
 Fees ..... 8  
 FERPA ..... 27

## G

Gaming on laptops ..... 48  
 Google email for students ..... 47  
 Grading System ..... 14  
 Graduation Requirements ..... 16  
 Grounds for Extracurricular Activity Discipline ..... 34  
 Grover ..... 2

## H

Harassment ..... 24  
 Hazing ..... 24  
 Head Lice ..... 20  
 Health Screening ..... 19  
 Health Services ..... 19  
 High School Grading ..... 15  
 Homeless Students Policy ..... 29  
 Honor Roll - GISH ..... 16  
 Honor Roll - Middle School ..... 15  
 Hours ..... 6

## I

Immunizations ..... 20  
 Individual Education Program (IEP) ..... 18  
 Internet Safety ..... 52  
 Interrogation and Searches ..... 26

## L

Laptop agreement ..... 45  
 Laptop replacement ..... 52  
 Laptop rules and guidelines ..... 46  
 Laptop security ..... 51  
 Laptop troubleshooting ..... 47  
 Laptop use, care and classroom routines ..... 46  
 Law Violations ..... 26  
 Letters and Post-Season Honors ..... 37  
 Lockers ..... 7  
 Lost or stolen laptops ..... 52  
 Lunch ..... 6  
 Lunch Fees ..... 10

## M

Memorials ..... 30  
 Middle School grading ..... 14  
 Middle School Honor Roll ..... 15

Mission statement.....	2	Special Education .....	18
Movies on laptops .....	48	Special Fees .....	9
Multicultural Policy .....	27	Spectators at extracurricular activities .....	38
Music on laptops .....	48	St. Francis Wellness Center .....	21
<b>N</b>		Staff Memorials .....	30
NCAA/NAIA Eligibility .....	17	Stolen laptops .....	52
Network usage .....	46	Student and Staff Memorials .....	30
Nondiscrimination .....	27	Student Appearance .....	23
Notification of Parental Rights Under FERPA .....	27	Student Concussions .....	33
<b>O</b>		Student Due Process Rights - Complaint Procedures .....	30
Open and Closed Campus .....	6	Student Fee Waivers .....	9
<b>P</b>		Student Fees .....	8
Parent Rights .....	27	Student ID .....	7
Parenting Students .....	29	Student Illness .....	19
Parents' Role in Activities .....	37	Student Rights, Conduct, Rules and Regulations .....	23
Participation Fees .....	8	Student Self-Report Option .....	36
Phone numbers.....	3	Student Use of Devices .....	30
Physical and Visual Examination .....	19	Student Valuables.....	8
Plagiarism .....	49	Substances .....	39
POLICIES & GUIDELINES .....	22	Suicide Awareness .....	25
Post-Season Honors .....	37	Supervision at Dismissal .....	6
Pregnant or Parenting Students .....	29	Supplies .....	40
Printed Materials for Display and/or Distribution .....	8	Suspension .....	35
Prohibited Substances .....	39	<b>T</b>	
Promotion and Retention .....	12	Tardy .....	12
Protection Plan .....	32, 51	Technology .....	30
Public Display of Affection .....	23	Technology discipline .....	49
<b>R</b>		Technology handbook .....	44
Rehabilitation Act of 1973 .....	27	Technology liability .....	45
Reporting Student Law Violations .....	26	Technology violations .....	49
<b>S</b>		Title 1 Parent and Family Involvement Guidelines .....	28
Safe and Drug-Free Schools - Parental Notice .....	22	Transportation .....	21
Safety at extracurricular activities .....	33	Transportation Rules .....	22
Safety Guidelines for Riding School Buses .....	21	<b>U</b>	
School Business and Procedures .....	6	Unacceptable technology use .....	50
School Dances .....	39	University Admissions Requirements .....	16
School Discipline .....	23	Use of Bicycles and Other Small-Wheeled Devices .....	8
School Health Screening .....	19	Use of Devices .....	30
School Hours.....	6	<b>V</b>	
School Property .....	7	Valuables .....	8
School supplies .....	40	Video Surveillance .....	8
School-Sponsored Activity Absences .....	12	Visitors .....	7
Searches .....	7	Vision statement .....	2
Sign in Procedures .....	12	Voluntary Protection Plan .....	32, 51
Signing a Child In and Out Of School .....	6	<b>W</b>	
Small-Wheeled Devices .....	8	Weapons in Schools .....	25
Smoke-Free Environment .....	7	Web cams .....	48
Social media .....	3	Wellness Center .....	21
		Withdrawal From School .....	12

