

## ARTICLE 5: STUDENTS

### Concept and Role in Student Personnel

#### Introductory Statement

5000

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and the administrative regulations.

The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

## **Admission and Attendance**

### **Admission to School**

5105

Upon enrollment of a student for the first time in a public school district or private school system, the school of enrollment shall notify in writing the person enrolling the student that within thirty days he or she must provide either (a) a certified copy of the student's birth certificate or (b) other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Upon enrollment of a student for the first time, the school shall inform the person enrolling the student in writing that within thirty days, he or she must provide either (a) a certified copy of the student's birth certificate or (b) other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. The persons enrolling the student shall also be required to provide evidence of (a) a physical examination by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective certification act, with six months prior to the entrance of a child into the beginner grade and the seventh grade, or in the case of a transfer from out of state, to any other grade of the school; (b) a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of transfer from out of state, to any other grade of the school which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual examination shall be required of any child whose parent or guardian objects in writing. The cost of such physical examination and visual examination shall be borne by the parent or guardian of each child who is examined.

All children entering school in this school district shall be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to enrollment of each school year for original enrollees or, in the case of a student transferring from another jurisdiction the child may be provisionally enrolled if the parents or guardian

will provide an affidavit stating that the child has begun the immunizations required and will complete the process within sixty days after the enrollment date.

Legal Reference: 79-214 and 43-2007 (of the Missing Children Identification Act)

**Admission of Students From Schools Which Choose  
Not to Meet Accreditation or Approval Requirements**

5105.1

Garfield County School District No. 100 recognizes that parents or the guardians of students, or individual students themselves, may legally choose to receive education at home or in a private, denominational, or parochial school of the State of Nebraska, or in another state, which has elected not to meet state accreditation or approval requirements as set forth in Nebraska Statutes Chapter 79, Article 16, or of similar statutes in other states. The board of education encourages all school-age children that live within the boundaries of this school district to attend this school district so they may benefit from a well-planned educational program and the socialization of a group environment.

The administration of this school district will report to the appropriate agencies any student in this school district known not to be attending school in an accredited or approved public, private, denominational, or parochial school.

When a student who has been attending a home school or any private, denominational, or parochial school which has not been approved by the Nebraska Department of Education, or has been attending a school in another state which has not been approved by that state's department of education, enrolls in this school district, the board of education reserves the right to make the most appropriate grade level placement which best fulfills the needs of the student and the school district.

The appropriate level of placement for students may be determined by, but not limited to, consideration of the following information:

- I. The chronological age of the child.
- II. Any previous school experience as determined by information presented the school officials of this school district.
- III. Any diagnostic test data presented school officials of this school district or any diagnostic test data school officials of this school district may receive from tests administered to the student by staff members of this school district.

IV. Any standardized achievement test data presented school officials of this school district or any achievement test data school officials of this school district may receive from tests administered to the student by staff members of this school district.

V. Any criterion referenced test data presented school officials of this school district or any criterion referenced test data school officials of this school district may receive from tests administered to the student by staff members of this school district.

VI. Any final subject matter examination data presented school officials of this school district or any final subject matter examination data school officials of this school district may receive from tests administered to the student by staff members of this school district.

VII. A personal interview of the student and recommendations made by staff members as determined by the superintendent of schools.

A student who enrolls in this school district after having been educated in a home school or in a private, denominational, or parochial school which has elected not to meet state accreditation or approval requirements of this state or any other state will not be granted credits for work done in the unapproved school and credits for those courses shall not be entered on the individual's cumulative scholarship card.

In order for a student that has been educated in a home school or in a private, denominational, or parochial school which has elected not to meet state accreditation or approval requirements of this state or of any other state to receive a diploma from this school district, the student must earn a minimum of two years' credit in an approved or accredited senior high school, grades 10-12, with the final semester's credit being earned in this district.

The building principal shall make the final decision as to what grade-level a student enrolling in this school district from a home school or an unapproved private, denominational, or parochial school shall be assigned.

Legal Reference: Chapter 79,  
Article 16

Private, Denominational, or  
Parochial Schools,  
Employees, Laws Applicable,  
Election Not To Meet  
Accreditation or Approval  
Requirement, Providing False  
Information, Penalty,  
Religious Instruction,  
Inspection By County  
Superintendents,  
Superintendent of Schools or  
Other Public Officials,  
Nonconformity With School  
Law, Penalty.

Policy Approved: December 14, 1998  
Policy DBDB-2211  
Policy Revised: December 7, 2010







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

**I. Definitions**

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the School District under the provisions of the option enrollment program.
  - b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is deemed to reside by operation of state law.
  - c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.
- 2. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, option students shall be treated as resident students of the school district.
- 3. Standards for Acceptance or Rejection of Option Students.**
- a. In determining whether accept or reject applications for students to option into the district, the board of education may consider the capacity of a program, class, grade level, or school building. Capacity shall be determined by setting a maximum number of option students that this school district will accept in any program, class, grade level, or school building, based upon factors such as, but not limited to, available staff, facilities, projected enrollment of resident students, projected number of students with which the option district will contract based on existing contractual arrangements, and the availability of appropriate education programs. The board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity.

- b. The school district shall not accept any option students into any program, class, grade level or school building when acceptance of such students would cause overcrowding in that program, class, grade level or school building as determined by the school administration, or would significantly increase the operating costs of the school district, such as by requiring the hiring of new staff.
  - c. The school district shall accept disabled option students only to the extent that the school district's then current staff and facilities are sufficient to accommodate the needs of such students, without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
  - d. The school district shall not base the decision to accept or reject an option student on that student's previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in English language, or previous disciplinary proceedings.
  - e. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
    - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
    - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
- 4. False or Misleading Option Applications.** If, prior to the student's attendance as a option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- 5. Certain Programs Unavailable to Option Students.** The board reserves the right by resolution to declare a program, a class, or a school building unavailable to option students due to lack of capacity.

6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
7. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
8. **Procedure for Students Optioning Into or Out of the School District.**
  - a. The Superintendent of Burwell Public Schools is hereby authorized to implement such administrative regulations or practices as deemed appropriate to implement this policy. The policy is intended to be administered in accordance with Nebraska statutes and NDE rules and regulations as they now exist and may hereinafter be amended.
  - b. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the superintendent of schools. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
  - c. On or before April 1, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district, the resident school district and the State Department of Education, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via registered mail to the address listed on the option application.
  - d. If an Option Enrollment Application is rejected or denied by the Superintendent of Schools, the applicant can appeal such decision to the board of education. The deadline shall be April 1 of said year.
9. **Late Applications**
  - a. The Superintendent of Schools will approve late applications to option into the district under the following conditions:
    - i. When the resident district has released the student;

- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- b. The superintendent will notify parents or guardians who have submitted properly completed option applications no later than 60 days following submission of the application of the district's acceptance or rejection of the application.

## **10. Cancellation of Option.**

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

- a. Attend the option school district until graduation or relocation in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district and to the State Department of Education for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

Policy Adopted (1<sup>st</sup> Reading March 14, 2011)  
(2<sup>nd</sup> Reading April 13, 2011)



**Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

**Mandatory Attendance Age**

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

**Exceptions**

This policy does not apply when (1) the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her and the child is fourteen years of age or more and has completed the work of the eighth grade; or (2) when illness or severe weather conditions make attendance impossible or impracticable.

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

**Discontinuing Enrollment**

The board will allow any person with legal or actual charge or control of a child who is younger than seven years of age or who is at least 16 years of age to disenroll the child. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent using the form which is attached to this policy. The school district, at the discretion of the administration, may require verification of the child's age and the affiant's authority to disenroll the child.

## **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides when the student is absent more than twenty days per year or the hourly equivalent. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Adopted on:            March 14, 2011(1<sup>st</sup> Reading)  
                              April 13, 2011 (2<sup>nd</sup> Reading)

**Residency and Costs for Resident Students**

**5115**

The board of education reserves its right, within statutory guidelines, to determine if a student is a resident of this school district, when that residency begins, or when it ceases to exist. A student shall be considered a resident of the school district if that child is living with his or her parents or guardian or, as defined by the statutes, is considered to be an emancipated person. School-age children living with an adult in the school district, other than his or her parents or guardian, will be considered a resident of the district unless it is determined that being classified as a resident of the district is for the purpose of not paying out-of-district tuition. The burden of proof of residency rests with the person claiming district residency.

Legal Reference:	\$79-215	Nonresident students, Admission, Tuition, Persons Exempt.
	\$79-598	Pupils, Instruction in Another District, Contracts Authorized, Cost Per Pupil, Determination, Transportation, Attendance Reports.

Policy Adopted: December 14, 1998  
Policy Revised: March 14, 2011



## **Foreign Exchange Students**

**5125.1**

The board of education recognizes the benefits inherent in the association of our young people with young people from other countries. Therefore, the school districts will accept foreign exchange students under the following guidelines. In order to properly plan the experiences and to insure that there will sufficient educational materials available, school officials must have prior knowledge of the enrollment of exchange students.

Students from foreign countries who live with a resident of Garfield County School District No. 100 and who are supervised by a bona fide foreign exchange program may attend school at no tuition charge. It is recommended that the exchange student live with his or her 'American' family that also have a child attending this school district. Exchange students must not have graduated from a comparable high school program in his or her native land. He or she must be similar in age to the students with whom he or she will be associating.

These students shall be entitled to the same benefits and privileges as other resident students in the school district and will be held responsible to the same standards. The transcript of each exchange student shall be evaluated by the building principal and guidance counselor. After consultation with the exchange student and his or her 'American' parents, the student will be placed in classes that will benefit both the exchange

student and the students of Garfield County School District No. 100. It should be understood that this curricular program may not allow the student to meet the graduation requirements of the school district. If the exchange student is a senior he or she will be awarded a certificate of attendance or a 'general diploma'.

Policy Adopted: September 11, 2007  
Policy Revised: December 7, 2010

## **Absences**

**5130**

All questions related to absences should be referred to the building principal. Absences will be excused for the following reasons:

- I. Illness of the student.
- II. Illness or emergency in the immediate family that requires student help at home.
- III. Death in the family.
- IV. Driver's test, one-half day.
- V. Doctor or dental appointments.
- VI. State tournaments, if a student participates in the sport.
- VII. Students taken out by the request of a parent or guardian.

Absence for reasons other than illness, death in the family, or an emergency (including impassable roads) will be arranged with the building principal in sufficient time that work may be made up before the absence is to occur. The parents or guardian should notify the student's principal as soon as it is known that an absence will occur.

A written statement or a telephone call from a parent or guardian is needed for readmittance to school if no prior parental arrangement has been made. If an absence has been prearranged a note will be attached to the makeup slip. If an absence is not cleared it will be an unexcused absence. The person determining whether or not an absence is excused shall be the student's principal.

Students are responsible to make up all work missed. Two days will be allowed for the first day absent and one day for each additional day.

A student who, for any reason, is absent five days per term(9 weeks) in any course may forfeit credit for the course in the junior-senior high school, unless there are health conditions or special considerations involved which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. Excessive absence from school will be reported to the County Attorney by the principal.

An elementary student (grades K-6) who, for any reason, is absent from school for five days per quarter (nine weeks) or twenty accumulated days during the course of the year may be retained and not promoted to the next grade, unless there are health conditions or special considerations involved which must be verified with by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. Excessive absence from school will be reported to the County Attorney by the principal.

School sponsored activities are not to be counted as absences if the student attends as a representative of the school district. Students attending a school sponsored activity shall be responsible for making up work prior to the activity. Activity sponsors shall be responsible for reporting the activity to students, staff, and the office of the principal in sufficient time for the student to make up work prior to the event. Attendance of an activity not sanctioned by the school will be considered an unexcused absence unless the student has prior approval of the building principal.

In grades 7-12, an accumulation of three tardies during a term(9 weeks) will result in one detention. After three tardies

the student will serve a detention for each tardy occurred during the remainder of that semester.

Policy Adopted: December 14, 1998  
Policy Revised: February 9, 2011

School Wellness Policy

5150

A mission of Burwell Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

**1. Goals to Promote Student Wellness**

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.

b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.

c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

## **2. Nutrition Guidelines**

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: 1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and 2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving for breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

## **3. Assurance for Reimbursable School Meals**

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations and guidance apply to the District.

## **4. Plan for Measuring Implementation and Designation of Responsible Persons**

The Superintendent or the Superintendent's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Superintendent or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

## **5. Development of Policy**

The District assures that development of the Wellness Policy involved parents, students, representatives of the District's nutrition services department, the school board, school administrators, and the public.

Adopted: April 10, 2006 (1<sup>st</sup> Reading)  
May 15, 2006 (2<sup>nd</sup> Reading)  
Policy Revised: January 17, 2011

## **Part-time Enrollment of Students**

**5160**

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange student pursuant to policy; or

- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

### **Part-Time Enrollment of Students.**

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable regulations when appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attend a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

**Application for Enrollment.** The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must admission requirements and file an application for enrollment on forms provided by the school district by August 1st of the year of enrollment.

For second semester high school courses, the application must be filed by December 1st. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

**Capacity.** The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

**Placement of Students.** Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

**Grades and Academic Honors.** Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

**Applicability of School Rules.** Exempt school students are subject to all rules and regulations of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

**Extracurricular Sports and Activities.** Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

**Transportation.** Exempt school students are not entitled to transportation or reimbursement for transportation.

Adopted on: August 14, 2006 (First Reading)  
                  August 31, 2006 (Second Reading)  
Revised on: December 7, 2010

Reviewed on: \_\_\_\_\_

## **Student Bullying**

**5170**

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

**Policy Review.** The school district shall review this policy annually.

Adopted on: June 8, 2009 (1<sup>st</sup> Reading)  
July 13, 2009 (2<sup>nd</sup> Reading)  
Policy Reviewed: January 17, 2011  
August 8, 2022



Sex Offenders

5175

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers. Individuals who are required to register as sex offenders are prohibited from being on school property.

The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

First Reading: April 13, 2011  
Second Reading: May 16, 2011

## **Progress and Records**

### **Confidentiality of Records**

5205

All materials placed in the student's file and originating with the school district shall be available to the student and his or her parents or guardian on request for inspection in the presence of the person or persons responsible for keeping the files. Standardized test results and records prepared by any department of the school shall be made available to teachers, counselors, and any school administrator in a confidential manner. No other person shall have access thereto nor shall the contents thereof be devolved in any manner to any unauthorized person.

All files or records shall be so maintained as to separate academic and disciplinary records and all disciplinary material shall be removed and destroyed upon the student's graduation or after his or her continuous absence from the school for a period of three years.

A transcript of courses taken and grades received will be sent to persons, agencies, or institutions only upon written request of a parent, guardian, or the student. An exception to this procedure would be if a student has not completed the educational program at Garfield County School District No. 100, and he or she moves into another school district and that school requests a transcript.

Transcripts will not ordinarily be given or sent to individual students or families, but will be mailed directly to the institution or organization requesting the information. If the number of requests for transcripts becomes excessive, a charge of \$1.00 will be made for additional copies.

A student shall have the right to respond to any material filed, and the answer shall be submitted to the person or persons responsible for keeping the files. That person shall attach it to all file copies.

Credits or grades earned by a student transferring to this school district from a Nebraska or regionally accredited school

district will be accepted. If a transfer student has attended a non-accredited school or home school, the board of education, after consultation with school officials, will determine which credits or grades will be accepted and the grade placement of the student. Refer to Policy 5105.1, Admission of Students From Schools Which Choose Not to Meet Accreditation or Approval Requirements.

Student directory information shall be compiled and will be released at the discretion of the building principal but at no time be released to any agency or individual if personal profit is the object of the receiver. Directory information shall consist of: (1) student name, (2) address, (3) grade in school, (4) name of parents or guardian, (5) date of birth. Parents who do not wish to have their child's name(s) included on the directory to be released may request that it be deleted, and it shall be the principal's responsibility to delete those names.

The building principal shall see that proper records are kept of all mailing and receiving dates of all cumulative and other student records.

Legal Reference:	§79-526	District Board, Schools, Supervision and Control.
	§79-2,104	Pupils, Parents, Guardian, Teacher, Counselor, School Administrator, School Files, Access, Disciplinary Material, Removed and Destroyed Upon Pupil's Graduation.
	§79-539	School Board, Board of Education, Official Policy Respecting Personnel Files and Student Records, Rules and Regulations, Adopt, Publish, Restrictions.
	§84-1218	Political Subdivision, Preservation of Records, Administration, Advise and Assist, Rules and Regulations.
	§84-Article 12	Records Management Act.

**Student Progress, Promotion and Retention**

**5210**

It shall be the responsibility of the superintendent of schools and the professional staff to provide for the annual classification, reporting of progress, and maintenance of records of all pupils. In order to maintain two-way communications and good public relations with parents, students, and staff, parents need to be kept informed of the student's progress.

Mid-term reports showing student performance will be available to all parents half-way through each quarterly grading system. Additional reports may be sent at unscheduled intervals if it is felt that additional information would be beneficial to the student or parents or guardian. The school administrators will be responsible for scheduling semi-annual parent-teacher conferences.

The superintendent of schools, building principals, and staff will review all situations which may involve student failures. Consideration will be given to the following:

Retention in the Elementary Grades: A pupil may be retained for a second year if he/she has not reached a standard of achievement which would allow for satisfactory progress to the next grade. In matters of retention, parental consideration will be encouraged prior to a decision.

- I. The student's ability.
- II. The student's actual achievement level and the reason for failure.
- III. The opportunity to repeat courses at the next grade level.
- IV. The pro's and con's of repeating a course.

Legal Reference: §79-526 District Board, Schools,  
Supervision and Control.

Policy Adopted: December 14, 1998  
Policy Revised: February 9, 2011

**Assignment, Classification of Students,  
and Graduation Requirements**

5215

Pupils will be placed in accord with school board policies by the building principal and staff, in cooperation with the parents or guardian at a grade level to which they are best adjusted academically, socially, and emotionally.

Junior High Promotion Requirements.

Each Junior High student is require to take the following classes during the school year:

	7th Grade	8th Grade
English. . . . .	2 Semesters	2 Semesters
Science. . . . .	2 Semesters	2 Semesters
Social Studies . . . . .	2 Semesters	2 Semesters
Mathematics. . . . .	2 Semesters	2 Semesters
Arts Block . . . . .	2 Semesters	2 Semesters
Health/Physical Education	2 Semesters	2 Semesters
Band or Music. . . . .	2 Semesters	2 Semesters

For students to be promoted from grades seven and eight, each student must pass six semesters total each year from the following classes: English, Science, Social Studies, and Mathematics. A student may not fail two semesters of the same subject and be promoted.

Senior High Promotion Requirements.

Student must have received passing grades in the following numbers of credits to be classified as listed:

Ninth Grade. . . . .	Successfully met Junior High Requirements
Tenth Grade. . . . .	70 Credit Hours
Eleventh Grade . . . . .	140 Credit Hours
Twelfth Grade. . . . .	210 Credit Hours

Graduation . . . . . 260 Credit Hours

Students who have an Individual Education Program must meet standards established by that program for classification and graduation.

Graduation will be made on the recommendations of the building principal and superintendent of schools. Students must have attended Burwell Public Schools the last semester of his or her senior year and passed all subjects required for graduation, and completed 260 hours of credit. Any exceptions to this policy must be brought before the board of education for special consideration. The specific graduation requirements shall be:

English. Forty credits of English. This includes English 9, 10, 11, and 12.

Mathematics. Thirty credits of Math are required prior to the end of the student's Junior year. Algebra I **and** Geometry are required. Algebra II **or** Eleventh Grade Math is required

Science. Thirty credits of science beginning 2014-2015. Ten credits of General Science and ten credits of General Biology are required. Ten additional credits which are science based will also be required.

Social Studies. Thirty credits of Social Studies. World Geography/World History is required for Sophomores. American History is required of all juniors. American Government is required of all seniors.

Physical Education and Health. Twenty credits of Physical Education and health.

Computer Application. Ten credits of Computer Application. Computer Application is a prerequisite for all other computer classes.

Fine Arts. Ten credits of Fine Arts (Art, Music, or Drama.)

Note: The board of education and/or administration may deviate from the above requirement for graduation as circumstances and current demands on an individual student may deem it advisable. Approval for deviations may be granted in writing on the students permanent card.

Students should be enrolled in school full time unless they are enrolled in classes at institutions of higher learning or are involved in a valid work experience, or apprenticeship program.

Legal Reference: §79-526 District Board, Schools, Supervision and Control.

Policy Adopted: February 15, 2005 (First Reading)  
March 14, 2005 (Second Reading)  
Policy Revised: March 14, 2011

**Grading System, Eligibility, and Progress Reports**

5220

**Grading System, Eligibility, and Progress Reports (Elementary)**

Updated for 2011-2012

All reporting of grades for academic accomplishments will be given in letter form with the following exceptions: Music, Art, PE, Library, Spanish, Penmanship, and Band, these classes will be given an Effort and Participation grade.

94%-100%	=	A		<b><u>Effort and Participation</u></b>	
86%-93%	=	B	O	=	Outstanding
78%-85%	=	C	S	=	Satisfactory
70%-77%	=	D	NS	=	Not Satisfactory
Below 70%	=	Failing			

Two regular Parent/Teacher conferences will be scheduled. The first will be held at the end of the first quarter, while the second will be held in the third quarter.

**Grading System, Eligibility, and Progress Reports (7-12 Grades)**

All reporting of grades for academic accomplishments will be in letter form. All classes including music, health, and physical education will use the following grading system:

100-96	A	4.0	93-91	B+	3.4	85-83	C+	2.4
95-94	A-	3.8	90-88	B	3.0	82-80	C	2.0
			87-86	B-	2.8	79-78	C-	1.8



77-75 D+ 1.4                    69- 0 F 0.0  
74-72 D 1.0  
71-70 D- 0.8

Students with incomplete work at the end of a midyear reporting system must have all back work completed by the end of the third week after the end of the term. Students with incomplete work at the end of a school year will have one week after the last day of school to have all work completed and recorded. Failure to meet these requirements will result in the incomplete being changed to a failing grade for that semester.

Students doing unsatisfactory work will be mailed, via their parents, a student progress report.

Eligibility to participate in school activities will be determined on a weekly basis. A student who receives a total of two or more failing or incomplete grades will be ineligible for the remainder of the week. A student may make up one of the incomplete grades the day before that week's contest.

The school district shall follow the eligibility guidelines as set forth by the Nebraska School Activities Association in its annual yearbook.

Policy Adopted: December 14, 1998  
Policy Revised: March 14, 2011

**Junior-Senior High School Honor Roll**

**5225**

The school district encourages students to work to the maximum of their capacity. To recognize those students in grades seven through twelve who consistently receive outstanding grades, an honor roll will be published each nine weeks. To be recognized for his or her outstanding scholastic achievement the following of achievement must be achieved:

All 'A' Honor Roll. A student must achieve all A's on his or her report card for the reporting term.

'A/B' Honor Roll. A student must achieve all A's and B's on his or her report card for the reporting term.

Honorable Mention. A student may achieve one C on his or report card for the reporting system. The student must achieve one A in at least one class. All other grades must be at least a B for the reporting term.

Policy Adopted: December 14, 1998  
Policy Revised: February 9, 2011

**Commencement**

**5230**

Students not meeting all the requirements for a regular diploma due to failures during the last semester of their senior year will be issued an unsigned diploma, but if deficiencies are made up within three months after the regular graduation date a regular diploma will be issued.

Policy Adopted: December 14, 1998  
Policy Revised: February 9, 2011

## **Student Activities**

### **Activity Funds**

**5305**

The control of all student activity funds including class funds, organization funds, and all other funds into which students have paid money will be carried on under the authority of the board of education.

The superintendent of schools or his or her designated representative will supervise these funds and a complete record of receipts and disbursements shall be maintained at all times. A separate account will be maintained for each fund. All funds will be maintained in one general account, the Activity Fund, and will be deposited in the bank. The Activity Fund shall be audited once a year by a person or persons selected by the board of education. The superintendent of schools will submit to the board of education a report, on a monthly basis, of receipts, disbursements, and the balance of the Activity Fund and of the accounts comprising the Activity Fund. After a period of one year any inactive student organization funds shall revert to the general fund unless otherwise designated.

Legal Reference:        §79-1089                    Audit by Public Accountant or  
   Certified Public Accountant,  
   Report.

Policy Adopted: December 14, 1998  
Policy Revised: April 13, 2011

**Social Activities**

5310

Social activities are to be scheduled through the principal's office. No school activities will be held on Wednesday or Sunday without special permission from the superintendent of schools. (Some exceptions might be state or conference activities.) All school activities must be completed by 6:30 p.m. on Wednesday nights. A Sunday afternoon practice may be approved by the administration when district or state competition is scheduled the following day. Additional exceptions must have the approval of the board of education. The conduct and appearance of the students attending any school activity is the responsibility of the sponsoring organization.

School vacations should pertain to all students and staff and not just to a select group. The school administration shall develop for the approval of the board of education a policy that limits or prohibits activities and or use of school facilities during scheduled vacation periods.

Junior high school dances shall be limited to students attending Burwell Junior High School in grades seven and eight. High school dances shall be limited to students attending Burwell High School in grades seven through twelve. Burwell Jr. Sr. High School students shall register out-of-town guests at the Office of the Principal prior to the night of the dance. Any exceptions must be approved by the principal. Once a student and his or her guest leave a dance, they will not be allowed to return. The students of this school district are responsible for the actions of their guests.

When student social activities are sponsored by the school district during week nights, Monday through Thursday, all activities are to end on or before 10:00 p.m. On Friday or Saturday nights all student activities are to end on or before 12:00 a.m.

At all social functions, once a student departs from the activity without the sponsor's approval his or her participation in that event has been terminated.

Policy Adopted: December 14, 1998  
p. 219, GBRR, Faculty and Student Handbooks  
Policy Revised: April 13, 2011

**Activity Tickets**

**5315**

If activity tickets are sold, the board of education will determine who is eligible and the cost of the ticket.

All school employees will receive a conference pass which will cover the employee.

Policy Adopted: December 14, 1998

Policy Revised: April 13, 2011

**Senior Absences**

5320

Seniors will be allowed to visit the schools of their choice, with the permission of the guidance counselor and the administration. This day is to be known as "College Day" and often is planned by the guidance counselor for a group of students. This day may not be taken during any of the series of state-sponsored activities, tournaments, or meets.

There will be no senior skip day. If any funds remain in the senior class treasury at the end of the school year the senior class should identify the funds be spent on a school project which will benefit the students of the school district. If this is not done, the unexpended balance will revert to the general fund.

Policy Adopted: December 14, 1998  
Policy Revised: April 13, 2011

### **Participation of Student Organizations**

5325

The board of education supports and encourages student participation in organizations associated with vocation education, science, mathematics, language, drama, and the arts. Student organizations should serve as an integral part of the overall instructional program and benefit in the total development of the students of this school district.

In determining the extent of participation, the over-all educational value to students should be given preference over the promotion of business or trade relations between communities.

Tentative schedules of performances should be arranged by June 1 for the following year. The board of education encourages participation in activities approved by the Nebraska School Activities Association, National Association of Secondary School Principals, and upon recommendation of the school administration.

The board of education encourages the participation of the band marching during half time of football games, vocal and instrumental groups participating in conference and district music contests, and in the presentation of concerts, and vocational education students participating in district and state competition, and similar events.



Policy Adopted: December 14, 1998  
Policy Revised: March 14, 2011

**Initiation**

**5330**

Initiations by classes or clubs will not be permitted except by permission of the administration. Hazing will not be permitted in initiations.

Legal Reference:	§28-311.06	Hazing, Define, Penalty.
	§28-311.07	Hazing, Consent Not a
Defense.		

Policy Adopted: December 14, 1998  
Policy Revised: April 13, 2011

### **Activity Buses**

**5335**

The school district is concerned about the safety of students as they are transported to and from school activities. On school activity trips the school bus driver shall be responsible for the safe operation of the bus. The bus driver shall be responsible for determining if the bus is in a safe operating condition for the transportation of students during the trip to and from the activity. Once the bus leaves the school and is on the road, the driver shall be aware of changing weather conditions and have the responsibility to determine if it is safe to continue the trip, interrupt the trip and wait for conditions to improve, or return to the base from which it left.

The school activity sponsor shall be responsible for the overall safety of the passengers as safety relates to the behavior and disciplining of the students, while the bus is enroute to or from an activity and the action of students during the time the students are at the activity.

Both the bus driver and the activity sponsor shall be jointly responsible for the safe storage of equipment while in transit to and from an activity. There will be occasions where it will be necessary for the bus driver and the activity driver to jointly make decisions while on an activity. If either the driver or the assigned sponsor become incapacitated, contact

should be made with either the superintendent of schools or the building principal for directions to proceed.

Refer to Policy 3515, Student Transportation, AR-3515, Use of School Bus, Policy 3515.1, Transportation Responsibilities, and AR-3515.1 Transportation Management.

Policy Adopted: December 14, 1998  
Policy Revised: April 13, 2011

## **Student Health and Welfare**

### **Health: Illness and Accidents**

**5405**

In case of illness or accident the welfare of the patient must be of primary concern. All illnesses and accidents, regardless of how severe, should be reported to the building principal or superintendent of schools. A report of any personal injury shall be filled out and filed with the student's school record. Accident reports are available at each administrative office. First aid supplies will be made available from the athletic sponsors or from each administrative office.

If any student develops symptoms of an illness or is injured at school, the parents or guardian, or some other person so designated by the parents or guardian and so noted on the student's enrollment card, shall be notified immediately. If deemed advisable by school officials, such person may be requested to come to the school and get the child. If that is not possible, a school employee shall take the child to his or her home or to the home of the designated person. Unless the parents or guardian expressly forbids, in case of dire emergency, the school may call the physician designated on the student's enrollment card, or may contact the school's physician, or may have the child transported to the hospital for emergency care and aid.

All athletic injuries will be dealt with by the coach or assistant coach on duty. Reports shall be made to the superintendent of schools.

A child suspected of having or being able to transmit a communicable disease, may be excluded from school. If a suspected condition is found by a physician not to exist, the child may be readmitted to school. In case of a communicable disease, the child is readmitted on presentation of a physician's certificate or on completion of the period of exclusion required by the State Health Department.

Legal References:	§79-248	Pupils, Physical Examination, Notice of Defects, Contagious or infectious Diseases, Duty of the School District.
	§79-258	Administrative and Teaching Personnel, Authorized Actions.
	§79-264	Students, Exclusion, Circumstances, Emergency Exclusion, Procedure.

Policy Adopted: December 14, 1998  
Policy Revised: May 16, 2011

**Health Examinations**

5410

All new students, kindergarten students and all seventh grade students are required to have a physical examination and must have all immunizations except if school officials are presented written documentation to one or both of the following conditions:

- I. A statement signed by a physician, physician assistant, or nurse practitioner stating that in the health care provider's opinion the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household.
- II. An affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunizations conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member, or that immunization conflicts with personal or sincerely followed religious beliefs of the student.

Unless parents or guardian sign a waiver requesting that their child not participate in the examination, all students in grades K-12 will have eyes, ears, nose, and throat examinations annually. These examinations will be done by the school nurse.

Legal Reference: §79-217 District Board,  
Immunizations, Exceptions.  
§79-248 Pupils, Physical Examination,  
Notice of Defects, Contagious  
or Infectious Diseases.

Policy Adopted: December 14, 1998  
Policy Revised: June 13, 2011

### **HIV Infection - Students**

**5415**

(HIV is not technically a communicable disease since it is not spread by casual contact.)

The following guidelines apply to students known to be infected with Human Immunodeficiency Virus (HIV). This includes students with Acquired Immune Deficiency Syndrome (AIDS); AIDS Related Complex (ARC), and students who are diagnosed by their physicians as being infected with HIV. These students shall be referred to as HIV infected students in the following guidelines:

- I. It is the goal of the school district for all infected students to be able to attend school and participate in an unrestricted setting so long as such participation does not create imminent danger to the student or other individuals in the school setting. However, exceptions may be made for students with impairments resulting in the lack of control of body secretions, displays of behavior such as biting, or students having oozing lesions. The need for a restrictive environment will be assessed on a regular basis.
  
- II. A team approach will be used to determine the most appropriate educational setting for such student. Team members should include: parent/guardian of minor child, either public health personnel or community health personnel, a social services representative (if needed), a

physician appointed by the board of education, the school or ESU nurse, the superintendent of schools, the director of special services, the building principal, a representative of the board of education, a faculty representative, the student's personal physician (two different physicians must be on the team), and the school guidance counselor. The superintendent of schools shall keep the chairperson of the school district's safety committee informed of action taken which may relate to health concerns that may affect school personnel or the student body. Refer to Policy 3525, School District Safety Committee.

- III. The superintendent of schools can recommend temporary exclusion from school until the team (refer to Paragraph II) has met. The school will provide homebound instruction as an appropriate alternative. Failure of parents or guardian to sign a release of information to the school district regarding the student's HIV infection, tests performed, and current health, will cause the use of emergency exclusion as set forth in this policy and Nebraska Statute §79-264 R.R.S.
- IV. HIV infected students, who are attending this school district and participating in school activities, shall be required to report to the school or ESU nurse on a regular basis, the time interval to be determined by the two physicians on the team. This is to protect said student from other infections because of the possibility of his or her decreased immune resistance.
- V. Hygiene instruction shall be provided for those with direct exposure with the HIV infected student in order to protect said student and those having direct contact with the infected student.
- VI. The HIV infected student's right to privacy will be preserved by all staff members involved in the care and education of said student. The school district will develop administrative procedures for staff contact with HIV infected students, confidentiality of records, and information released to parents, students and school employees.

VII. Efforts will be made to educate parents, students, school personnel, and district patrons about HIV infections.

Legal Reference: §79-264 Students, Exclusion, Circumstances, Emergency Exclusion, Procedure.

Policy Adopted: December 14, 1998  
p. 163, GAAC  
Policy Revised: May 16, 2011

**Communicable Disease Control**

**5420**

The school district will work cooperatively with the State Department of Health to enforce applicable state statutes for the prevention, control, and containment of communicable diseases within the school district.

- I. The superintendent of schools, or his or her designee, shall have the authority to exclude any student or staff member from school when reliable evidence or information from a qualified source confirms that he or she may possess a health condition which may be considered as a potential health risk to the rest of the school population. The superintendent of schools, or his or her designee, also may require a written statement of health from an approved physician in order for the affected person to reenter school.
  
- II. When reliable evidence or information from a qualified source confirms that a student or staff member is known to have a communicable disease or infection that is known not to be spread by casual contact, such as AIDS, Hepatitis B, and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis by a review panel to ensure due process as set forth in Paragraph VIII.



- III. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.
- IV. Routine procedure shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting or school vehicles. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly followed by all school personnel.
- V. All persons with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information. Such information shall be shared with other school personnel only on a "need to know" basis. The superintendent of schools shall develop procedures for insuring the confidentiality of such information consistent with the provisions of applicable state and federal law.
- VI. Instruction on the principle modes by which communicable diseases, including, but not limited to, Acquired Immunodeficiency Syndrome (AIDS) are spread and the best methods for the restriction and prevention of these diseases shall be taught to students and inservice education provided to all staff members.
- VII. The Review Panel
- A. Panel Membership
1. The school nurse.
  2. The school's medical advisor (a Nebraska licensed physician).
  3. The student's or employee's physician.
  4. A school representative familiar with the affected person's behavior in the school setting (in most cases the building principal). In the case of a special education student, a special education representative may also be included).

5. Either the custodial parents or legal guardian of a child, the student if nineteen or over, or the employee.
  6. The superintendent of schools.
  7. A legal representative of both the affected person and the school district may be present.
- B. The superintendent of schools shall designate someone to serve as chairperson of the panel. The chairperson will serve as a neutral hearing officer to ensure an impartial due process hearing for all concerned.
- C. The chairperson of the panel will designate the panel member who will write the "Proposal for Decision."

#### VIII. Case Review Process

- A. Upon learning of a student or staff member within the school district who has been identified by a qualified source as having a communicable disease that is known not to be spread by casual contact, the superintendent of schools shall:
1. Consult with the school district's medical advisor and the physician of the student or staff member immediately to determine whether the student's or staff member's health is such that the individual should continue his or her school activities during the review panel process.
    - a. If the student's or staff member's physician and the school's medical advisor concur that the individual should continue with his or her school activities and that the individual poses no immediate health threat to himself or herself or to the school population, the student or staff member shall be allowed to remain in the school setting while the review panel meets.
    - b. If the school's medical advisor recommends exclusion because a public health threat exists, or in his or her opinion the student or staff member is now well enough to remain

in the school setting, the review panel will discuss the conditions under which the individual may return to school. A staff member so excluded will continue to receive full pay and benefits.

2. Contact the review panel members immediately to convene a meeting to explore aspects of the individual's case.
3. Submit a written notice to the custodial parent, legal guardian, or affected person of his or her rights as review panel members and the method of appeal.

B. The Review Panel Process

1. The available review panel members shall meet within forty-eight hours to review the case. The following aspects should be considered in that review:
  - a. The circumstances in which the disease may be contagious to others.
  - b. Any infections or illness the student or staff member could have as a result of the disease that would be contagious in the school situation.
  - c. The age, behavior, and neurological development of the student or staff member.
  - d. The expected type of interaction with others in the school setting and the implications to the health and safety of those involved.
  - e. The psychological aspects for both the infected individual and others concerning the infected individual's remaining in the schools' setting.
  - f. The existence of contagious diseases occurring within the school population while the infected person is in attendance.
  - g. The method of protecting the student or staff member's right to privacy, including maintaining confidential records.
  - h. Whether the student or staff member should continue in the school setting, or if

currently not attending, under what circumstances he or she may return.

- i. Whether a restrictive setting or alternative delivery of school programs is advisable.
- j. Whether an employee would be at risk of infection through casual contact when delivering an alternative educational program.
- k. When the case should be reviewed again by the panel.
- l. Whether a student should continue, or become involved in, extra-curricular activities, including the risk of harm posed to the student by such participation and the risk of spreading infection to other students or staff members.
- m. Any other relevant information.

2. Proposal for Decision

- a. Within three (3) school days after convening the panel, the superintendent of schools shall be provided with a record of the proceedings and the Proposal for Decision (proposal). The proposal serves as a recommendation to the superintendent of schools. It should be based on the information brought out in the review panel process and should include the rationale for recommendations concerning school attendance for the student or continuation of employment for the staff member. If there is a minority viewpoint by panel members following the review process, that should also be included in the report.
- b. If the proposal is to exclude the affected person from the school setting because of a condition that is considered a health threat to the school community, the proposal shall include the conditions under which the exclusion will be reconsidered.
- c. The custodial parent, legal guardian or affected person will be given a copy of the superintendent of schools' decision. The other review panel members will be given the

opportunity to review the content of the superintendent of schools' decision.

4. If the affected person is a special education student, the superintendent of schools shall convene an Individualized Education Planning Committee meeting to determine the appropriate program and services for the student based on the panel's recommendations and the superintendent of schools' decision. Placement of the student in the interim shall be based upon the recommendation of the superintendent of schools and the attending physician.

IX. The Appeal Process of The Panel Review

A. Request for reconsideration of the superintendent of schools' decision.

1. The custodial parent, legal guardian, or affected person may request reconsideration of the superintendent of schools' decision within three (3) school days of the date the superintendent of schools decision was issued. The request shall be in writing and shall allege that the decision contains a substantial error of fact or that the decision is against the great weight of the evidence as set forth in the proposal.
2. The superintendent of schools shall grant or deny the request for reconsideration within three (3) school days after receipt of the request.

B. Request for Board of Education Decision

1. The custodial parent, legal guardian, affected person, or their representative may make a final written appeal to the secretary/treasurer of the board of education within five (5) school days after the superintendent of schools' decision. The board of education shall meet within three (3) school days and hear testimony from the review panel membership along with the proposal and the superintendent of schools' decision. Within two (2) school days of the hearing the board of education shall render its decision in

writing with copies sent to the superintendent, and the custodial parents, legal guardian, or affected person.

X. General

- A. If a student with a communicable disease is not attending school, the school district will provide an alternative delivery of the school program.
  - 1. If there is a risk of infection through casual contact to the employee while delivering this program, the employee will be allowed the option not to serve in the position.
  - 2. If there is no known risk of infection through casual contact to the employee, the employee will be expected to participate in the delivery of the alternative program.
  
- B. Employees of the school district shall be expected to teach and provide other normal personal contact services in school to a student or to work with a school employee determined to have a disease known not be communicable by casual contact unless a determination to the contrary has been made by the review panel.

Policy Adopted: December 14, 1998  
p. 163, Communicable Disease Policy  
Policy Revised: May 16, 2011

## **Student Rights, Responsibilities, and Care of Property**

### **Student Conduct**

**5505**

Students are expected to act, dress, and conduct themselves, in the school building and at school sponsored events, in such fashion that their behavior and dress will reflect favorably on the individual and on the school, will show consideration to fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with the school regulations.

All certified staff members are responsible for overseeing the conduct of students, both during school hours and at school sponsored events. In each instance in which an employee acts to help a student conduct himself or herself properly, emphasis shall be placed upon the growth of the student and the ability to discipline himself or herself.

Policy Adopted: December 14, 1998  
Policy Revised: May 16, 2011

**Student Driving and Parking**

**5510**

Students who drive to school are to park their vehicle in the designated area and the vehicle is not to be moved during school hours without permission of the building principal or the superintendent of schools. Vehicles are not to be moved between buildings without written permission from the building principal or the superintendent of schools.

It is important that student vehicles enter and leave safely. Students are to park appropriately and in designated areas on the school grounds. Business representatives, parents, and other visitors also frequent the school buildings. These individuals most also have ready access to school parking lots and school buildings.

Legal Reference: §79-526 District Board, Schools,  
Supervision and Control.



Policy Adopted: December 14, 1998  
Policy Revised: May 16, 2011

### **School Property and Lockers**

**5515**

At the close of each class period, students shall pick up all paper from the floor around their chairs, clear desks or table tops, push the chairs under the desks, and leave the rooms in an orderly condition.

Students are responsible for all books, lockers, desks, and any other school property that is assigned to them. Loss or damage to school property will result in a fine or other penalties.

School lockers are the property of the school district. These lockers are provided for students to temporarily store personal possessions ordinarily used in their day-to-day school activities.

The right of inspection of students' lockers is inherent in the authority granted school boards and administration and should be exercised so as to assure parents that the school, in pursuing its in loco parentis relationship with their children, will employ every safeguard to protect the well-being of its students. Any illegal items or items of contraband found during such search will be turned over to the school administration.

It is recommended that insofar as possible, the student or students to whom the locker is assigned be present for an inspection and permission be solicited. It is recommended that two members of the staff conduct an inspection together, particularly when the student is not present or does not give permission.

If upon reasonable basis for search, illegal items or items of contraband are found in a locker, the school administration may take whatever action it deems advisable, including suspension or expulsion. In the instance of a locker shared by two or more students, care must be taken so that an innocent locker mate is not wrongly punished.

Students are urged not to keep money or other items of value in their lockers.

Legal Reference: §79-526 District Board, Supervision and Control.

Policy Adopted: December 14, 1998  
Policy Revised: May 16, 2011

**Police Questioning and Apprehension**

**5520**

The board of education encourages law enforcement personnel to contact students at times outside of normal school hours. However, if it is determined to be urgent, a student may be questioned in private and with confidentiality by a police officer at the school. Such contact shall be in the presence of the building principal or someone designated by the principal. This opportunity shall apply to all peace officers in pursuit of their duties as members of a recognized enforcement office. The parent or guardian of the student questioned should be informed of the substance of the interview as soon as possible by the law enforcement officer and/or by the school officials. Law enforcement personnel shall not be permitted to remove a student from the school premises without notification of the student's parents or guardian unless the officer has a warrant for the arrest of the student.

Legal Reference: §79-255 Act, Purpose.

Policy Adopted: December 14, 1998  
Policy Revised: May 16, 2011

**Vandalism and Destruction**

**5525**

The board of education encourages all citizens, patrons, students, and members of the police department to cooperate in reporting actual or suspected vandalism to property belonging to the school district, along with the name or names of the person or persons believed responsible for causing the destruction of property. School officials welcome comments from district patrons on ways school property might be made more secure.

Pupils are liable for damage of school property, including textbooks and other books. Teachers, with the approval of the building principal, are authorized to assess and collect reasonable amounts for any such damages.

In all instances where it appears to be, and is determined by the building principal and/or the superintendent of schools, that school property has been willfully and maliciously destroyed, it shall be the policy of the board of education that the building principal or the superintendent of schools is authorized in the name of the district, to formally refer such persons, if they are minors who have caused such willful and malicious destruction of school property, to the appropriate juvenile authorities.

Legal Reference: §28-578 Malicious Injury to Buildings and Appurtenances, Penalty.  
§79-737 School Books, Ownership, Care, Liability of Pupils for Damage.

Policy Adopted: December 14, 1998  
p. 137, EBCA  
Policy Revised: May 16, 2011

**Emergency Drills**

**5530**

Fire drills will be conducted at regular intervals, usually once a month. The building principal shall be responsible to see that classrooms are properly marked and classroom teachers are to familiarize the students so that they will know how to proceed during the drill. The building principal are to see that all exit doors are kept locked from the inside during school hours. Disaster drills will also be conducted in order to be ready should any disaster occur.

Legal Reference: §81-527 School Exits, Fire Drills

Policy Adopted: December 14, 1998  
Policy Revised: July 18, 2011

**Secret Organizations**

**5535**

The board of education will not authorize or support the establishment of any secret fraternities or secret organizations. School officials shall not knowingly allow any person or representative of any organization to enter upon the school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

Legal Reference:	§79-2,101	Public Schools, Secret
	Through	Organizations, Membership
	§79-2,103	Prohibited.

Policy Adopted: December 14, 1998  
Policy Revised: July 18, 2011

**Prayer in School or School Related Events**

**5540**

The board of education of this school district shall not officially endorse any prayers, invocations, or benedictions presented at any school events.

Prayers may be presented at graduation ceremonies if the following criteria are observed:

- I. The students shall determine if the prayer is desired to solemnize the occasion. Students in the senior class shall vote to determine if they wish to have a prayer presented. If the vote is favorable for a prayer, the prayer shall be prepared and presented by a member or members of the senior class.
- II. Students shall not be required to attend the event. This shall include members of the graduating class or any students participating in the ceremony.

III. The prayer shall be non-sectarian and non-proselytizing. It shall not advance or inhibit any religion.

IV. No member of the school staff or the board of education shall participate in the development or presentation of the prayer.

This school district and all of its board of education members, administrators, employees and agents, do not sponsor or in any way endorse the views, aims, policies, opinions, or contents of any speaker at graduation ceremonies and remain totally neutral thereto.

Policy Adopted: December 14, 1998  
Policy Revised: July 18, 2011

### **Freedom Of Speech**

**5545**

Provision for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion or means of expression shall be based upon something more than a mere desire to avoid the discomfort and unpleasantness that always accompany an unpopular point of view.

However, no person, be he or she parent, teacher or student, has the absolute right to freedom of speech. It is a myth to say that any person has a constitutional right to say what they please, where they please, and when they please.

The primary liberties in a student's life have to do with the process of inquiry and learning, of acquiring and imparting knowledge, and of exchanging ideas. The process requires that students have the right to express opinions, to take stands, and to support causes, publicly or privately except where the practice materially and substantially interferes with school



discipline. School administrators and teachers shall be responsible for teaching students to be considerate of the rights of others. Freedom of speech does not give an individual the right to defame, verbally attack or slander other individuals or organizations. If this occurs staff members have the responsibility to see that this does not occur and to teach students the responsibilities associated with freedom of speech.

The school district reserves the right to regulate information displayed as follows:

I. Bulletin boards. School authorities may restrict the use of bulletin boards to school announcements. Ample bulletin board space may be provided for the use of students and student organizations, including a reasonable area for notices relating to out-of-school activities or matters of general interest to students. The following general limitations on posting shall be applied:

A. School authorities shall prohibit material which may be obscene, which may be libelous, or which may inflame or incite students, other individuals, or organizations, or which may create a clear and present danger toward the commission of unlawful acts, or which may cause physical disruption to the orderly operation of the school.

Students shall not post material without first discussing the contents of the material to be posted with their organization sponsor, with a teacher, or with the building principal.

B. Identification shall be required on any posted notice of the student or group posting the material.

C. The school shall require that notices or other communications be officially dated before posting and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

II. Distribution of printed material and circulation of petitions. Students may distribute handbills, leaflets, and other printed material and collect signatures on petitions

concerning either school or out-of-school issues whether such materials are produced within or outside of the school. The following are general limitations:

- A. The time of such activity shall be limited to periods before and after school. Individuals or organizations shall get the approval of the organization's sponsor, of a teacher or of the building principal prior to distribution of any material or prior to collecting petition signatures.
- B. The place of such activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.
- C. The manner of conducting such activity shall be restricted to prevent undue levels of noise, or to prevent the use of coercion in obtaining signatures on petitions. The danger of littering is not a sufficient ground for limiting the right of students to distribute printed material; however, students distributing material shall be responsible for litter which may result from their activities.
- D. The school shall require that all printed matter and petitions distributed or circulated on school property bear the name of the sponsoring organization or individual.
- E. The school shall prohibit the distribution of material within the restricted categories of Paragraph 1(A) above.

III. Buttons and badges. The wearing of buttons, badges or arm bands bearing slogans or sayings shall be permitted as another form of expression; however, the conditions set forth in Paragraph 1(A) above must be observed.

In imposing limitations on student expression for any reason under any of the forgoing provisions, school officials must ensure that their rules are applied in a non-discriminatory basis and that any refusal to allow students to express themselves is not done because of personal biases.

Any student or student group deprived of freedom of expression under any of these provisions shall have the right to

request a hearing before the board of education to determine whether such deprivation is justified under these rules. Such hearing must be requested and held as soon as possible after requested.

Policy Adopted: December 14, 1998  
Policy Revised: July 18, 2011

**Drugs, Tobacco, and Alcohol**

**5550**

This school district is committed to the philosophy that for the students attending school in this school district to compete successfully in the work environment outside of school they must first be provided the opportunity to receive the best education possible while attending school. To achieve this end the board of education is committed to the philosophy of maintaining a workplace which is drug free and instruct the staff to present an educational program which will inform students of the effects that drugs, tobacco, and alcohol have on the human body. Refer to Policy 4070, Drug Free School and Community Policy. Furthermore, the school district will take positive action through education, counseling, parental involvement and medical referral, and police referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior-affecting substances. These substances shall include, but not be limited to marijuana, LSD, glue, alcohol, cocaine, and barbiturates.

School properties, including student lockers, may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to students, are school property and may be inspected at any time. Any illegal items or items of contraband found during such search will be turned over to the school administration.

It is recommended that insofar as possible, the student or students to whom the locker is assigned be present for an inspection and permission be solicited. It is recommended that two members of the staff conduct an inspection together, particularly when the student is not present or does not give permission.

If upon reasonable basis for search, illegal items or items of contraband are found in a locker, the school administration may take whatever action it deems advisable, including suspension or expulsion. In the instance of a locker shared by two or more students, care must be taken so that an innocent locker mate is not wrongly punished.

Though criminal prosecution may never be the intent for a reasonable search by an administrator, the superintendent of schools may give illegal items or items of contraband to the legal authorities for whatever actions they may deem advisable.

Illegal items and items of contraband include, but are not restricted to, drugs, narcotics, alcoholic beverages, behavior-affecting substances, weapons, tobacco, poison, and missing or stolen property. Such items relate to the health, safety, and well-being of the school environment and needs to be protected.

In all instances of reasonable searches resulting in the finding of illegal items or items of contraband, the names of the students will not be released to the press or to the general public. The parents of the students shall be contacted as soon as possible.

Smoking. In order to promulgate a healthy environment and encourage healthy behavior in students, it is the board of education's policy that there will be no tobacco use in any school buildings or school vehicles at any time. **For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate**

**tobacco products either by appearance or effect.** Violation of the smoking regulation will result in parental contact and disciplinary action. School administrators are charged with the responsibility of administering this policy.

Educational Programs. It is the intent of Burwell Public Schools that appropriate drug, alcohol, and non-smoking education and prevention programs shall be provided for all students in grades Kindergarten through grade 12 enrolled in this school district. These educational programs shall provide instruction concerning the adverse effects resulting from the use of illicit drugs, alcohol, and smoking. Such instruction shall be described in the curriculum guides of the school district, and should have as a primary objective preventing the use of illicit drugs, alcohol, and in the use of tobacco products. The use of outside resource personnel such as law enforcement, medical personnel, and experts in the subject areas shall be encouraged. Students shall be presented information relative to the economic, social, educational, and psychological impact of these drugs.

Information about available counseling, rehabilitation, and re-entry programs shall be made available for any student and/or parents or guardian of any student who demonstrates a need for such programs.

Student and Parental Notification. Any student use or the distribution of illicit drugs, alcohol, or tobacco related products shall result in disciplinary actions being taken within the bounds of applicable law. Such actions shall be determined by school officials and may include reprimands, suspension from participating in school-related activities, short term suspension from school, long term suspension from school, expulsion from school, the referral to appropriate authorities for prosecution, the recommendation that the student enter a counseling or rehabilitation program, or other actions that school officials may be deem appropriate. A student shall have the right to appeal any action taken in the procedure set forth in Policy 5555.

The school officials shall provide each student a copy of the standards of conduct for student behavior in this school district. Such standards shall include information on the prohibition of use, possession, or distribution of any illicit drug, alcohol, or tobacco products. Information shall also be

made a part of the parent/student handbook which shall be distributed prior to or near the opening of each school year or shall be made available to any student entering this school district after the beginning of the school year.

Parents and students will be asked to acknowledge the receipt of the handbook which shall contain the following statement:

"YOUR SIGNATURE ON THIS FORM ACKNOWLEDGES THAT YOU AND YOUR CHILD(REN) WHO ATTEND SCHOOL IN THIS SCHOOL DISTRICT UNDERSTAND THE POSITION OF THIS SCHOOL DISTRICT WITH REGARD TO DRUGS, AND THAT THE PARENT(S), GUARDIAN(S), AND STUDENT(S) HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT FOR STUDENTS CONCERNING THE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES, IN ANY SCHOOL OWNED OR LEASED VEHICLE, OR DURING ANY SCHOOL ACTIVITY. THIS NOTICE IS PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R., PART 85, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE SCHOOL DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE, ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN DISCIPLINARY MEASURES TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Legal Reference:	79-526	District Board, Schools, Supervision and Control.
	79-712	Public School, Health Education, Requirements.
	79-258	Administrative and Teaching Personnel, Authorized Actions.
	79-267(6)	Student Conduct, Constituting Grounds for Long-Term Suspension, Expulsion or Reassignment. Enumerated.
	Neb Rev. Stat. '71-5716 to 5734 (Nebraska Clean Indoor Air Act)	

- I. This policy is based upon sections §79-254 to §79-294. Should there be any conflict between this policy and state or federal statutes the state and/or federal statutes will prevail.
  
- II. Purpose of this Policy. The purpose of this policy is to assure the protection of the constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process for all junior and senior high school students of the Garfield County School District No. 100. The sanctions defined in this policy shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of Nebraska and the United States Constitution and in recognition of the right of every student to a public education.
  
- III. Authority of School Board and School Personnel.
  - A. Generally. The board of education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any pupil from school for conduct prohibited by the policies and rules of the board of education or standards established pursuant to the Student Discipline Act if such sanction complies with the procedures of the Act.
  
  - B. Additional Powers. The board of education may by rule amplify, supplement, or extend the procedures provided in the Student Discipline Act if such actions are consistent with the act.
  
  - C. Consequence of Material Violation of Act. Any action taken by the board of education or by its authorized designees in a material violation of the act shall be considered null, void, and of no effect.
  
  - D. When Notice is Effectively Given. Any statement, notice, recommendation, determination, or similar action specified shall be effectively given at the time written evidence thereof shall be delivered

personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parents or guardian.

E. Delegation of Authority. The board of education may authorize the delegation to other school officials of responsibilities directed to the superintendent of schools or building principal.

F. School District Rules and Standards.

1. Board of Education. The board of education shall establish and promulgate rules and standards concerning student conduct which are reasonably necessary to carry out or to prevent interference with carrying out any educational function, if such rules and standards are clear and definite so as to provide clear notice to the student and his or her parents or guardian as to the conduct prescribed, prohibited, or required under the rules and standards. Notwithstanding any other provisions contained in the Student Discipline Act, the board of education may by rule specify a particular action as a sanction for a particular conduct. Any such action must be otherwise authorized by section §79-258, §79-265, or §79-267. Any such rule shall be binding on all students, school officials, board members, and hearing examiners. Expulsion may be specified as a sanction or particular conduct only if the board of education finds that the type of conduct for which expulsion is specified has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or any other person or to otherwise seriously interfere with the educational process.

2. School Officials. All rules or regulations established by school officials, other than the board of education, applicable to students shall not conflict with the policies adopted by the board of education. The board of education may change any rule or regulation in accordance with policies which it may from time to time adopt.



3. Distributing and Posting. Rules and regulations which form the basis for discipline shall be distributed to each student and his or her parents or guardian at the beginning of each school year, or at the time of enrollment if during the school, and shall be posted in conspicuous places in each school during the school year. Changes in rules and regulations shall not take effect until reasonable effort has been made to distribute such changes to each student and his or her parents or guardian.

G. Authorized Actions by Administrators and Teachers.

Administrators and teacher personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonable necessary to aid the student, further school purposes, or prevent interference with the educational process.

Such actions may include, but not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, psychological evaluation, or psychiatric evaluation upon written consent of a parent or guardian for such counseling or evaluation.

- H. Compliance with other State and Federal Laws. If a student is suspended, expelled or excluded from school or from an educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under the compulsory school attendance statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education Act and the requirements of the federal Individuals with Disabilities Education Act 20 U.S.C. 1401 et seq.

IV. Emergency Exclusion

- A. Grounds. Any student may be excluded from school in the following circumstances:

1. Disease. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community.
2. Conduct. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

B. Duration and Procedures.

1. Generally, any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described immediately above.
2. Exclusion for Five (5) Days or Less. The same procedures for short-term suspension also apply to emergency exclusion if such exclusion is for five days or less.
3. Exclusion Over Five (5) Days. If the superintendent of schools or his or her designee determines that the exclusion will extend beyond five (5) days, the following procedural provisions must be used:
  - a. Hearing/Final Determination. The board of education must adopt a procedure for a hearing to be held and a final determination made within ten (10) school days after the initial date of exclusion.
  - b. Procedural Compliance. The procedure adopted by the board of education must substantially comply with the disciplinary actions which require due process [i.e., long-term suspension, expulsion and reassignment] and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

V. Short-term Suspension.

- A. Definition. "Short-term suspension" means the exclusion of a student from attendance in school within the system for a period not to exceed five (5) school days.
- B. Initiated by the building principal. The building principal may deny any student the right to attend school or to take part in any school function for a period of up to five (5) days.
- C. Grounds for Short-term Suspension.
  - 1. Conduct constituting grounds for expulsion as set for in the Student Discipline Act.
  - 2. Any other violation of rules and regulations of behavior adopted under the act.
- D. Investigation. Short-term suspension shall be made only after the building principal has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary:
  - 1. To help any student.
  - 2. To further school purposes.
  - 3. To prevent an interference with school purposes.
- E. Notice of Charges. Before such short-term suspension shall take effect, the student shall be given oral or written notice of:
  - 1. The charges against him or her.
  - 2. An explanation of the evidence the authorities have.

3. An opportunity for the student to present his or her version.
- F. Written Statement. Within twenty-four hours or such additional time as is reasonably necessary following such suspension, the building principal shall send a written statement to the student and his or her parents or guardian describing:
1. The student's conduct, misconduct, or violation of the policy, rule, or regulation.
  2. The reasons for the action taken.
- G. Building Principal-Parent Conference. The building principal shall make a reasonable effort to hold a conference with the parents or guardian before or at the time the student returns to school
- H. Make-up School Work. Any students receiving short-term suspension may be given an opportunity to complete any class work, including, but not limited to, examinations missed during the period of suspension.
1. School officials shall develop and adopt guidelines stating the criteria school officials will use in determining whether, and to what extent, such opportunity for completion will be granted to suspended students.
  2. The guidelines must be provided to the student and parents or guardian at the time of suspension.
- V. Long-Term Suspension, Expulsion, and Alternative Education Program.
- A. Definitions.
1. Long-term Suspension. "Long-term suspension" means the exclusion of a student from attendance in Garfield County School District No. 100 for a period exceeding five (5) school days but less than twenty (20) school days.

2. Expulsion. "Expulsion" means exclusion from attendance in Garfield County School District No. 100 for a period of time as set forth in Nebraska Statute §79-283.
  3. Alternative Education Program. An alternative Education Program shall consist of the following:
    - a. A conference shall be called by the building principal. The purpose this conference will be to advise the student and his or her parents or guardian of an educational program whereby the expelled student can continue with a program that will allow the individual to work toward meeting the school district's graduation requirements.
    - b. The expelled student will be provided the opportunity to enroll in high school level correspondence courses provided by the University of Nebraska High School Extension Division.
- B. Grounds. The following student behavioral actions shall constitute grounds for long-term suspension, expulsion, or an alternative education program, subject to the procedural provisions of the Act, when such activity occurs: (i) on school grounds, (ii) in a vehicle owned, leased, or contracted by the school district being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or (iii) at a school-sponsored activity or athletic event.
1. Violence, Force, etc. Use of violence , force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
  2. Damage or Theft of Property. Willfully causing or attempting to cause substantial damage to property, staling, or attempting to steal property of substantial value, or repeated damage or theft involving property.

3. Causing Personal Injury. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Extortion. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
5. Weapons. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Controlled substances, Imitations, Alcohol. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Nebraska Statute §28-405, or a substance represented to be a controlled substance or alcoholic liquor as defined in Nebraska Statute §53-103, or being under the influence of a controlled substance or alcoholic liquor. (Note: See Nebraska Statutes §28-401 for the definition of a controlled substance, §28-445 for the definition of an imitation controlled substance, and §53-103(5) for the definition of an alcoholic liquor.)
7. Public Indecency. Public indecency as defined in Nebraska Statute §28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
8. Sexual Assault. Sexually assaulting or attempting to sexually assault 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, activity, or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Nebraska Statutes §28-319 and §28-320, as such sections now provide or may hereafter from time to time may be amended.

9. Other Activities. Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes.
  10. Violating Rules and Regulations. A repeated violation of any rules and regulations validly established pursuant to Nebraska Statute §79-262 if such violations constitute a substantial interference with school purposes. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.
- C. General Procedures. If the building principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed.
1. Notice of Charges. Before such long-term suspension, expulsion, or mandatory reassignment shall take effect, the student shall be given oral or written notice of:
    - a. The charges against him or her.
    - b. An explanation of the evidence the authorities have.
    - c. An opportunity for the student to present his or her version.
  2. Written Charge and Summary of Evidence.
    - a. File with Superintendent. On the date of the decision, a written charge and a summary

of the evidence supporting such charge shall be filed with the superintendent.

- b. Send Written Notice. School officials shall, within two (2) school days of the decision, send a written notice by registered or certified mail to the student and his or her parents or guardian informing them of the rights established under the Student Discipline Act.

3. Written Notice. The written notice must include the following.

- a. Violation and Summary of Evidence. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student.
- b. Recommended Penalty. The penalty, if any, which the building principal has recommended in the charge and any other penalty to which the student may be subject.
- c. Right to Hearing. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges.
- d. Hearing Procedures. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing.
- e. Examine Evidence and Witnesses. A statement that the building principal, legal counsel for the school district, the student, the student's parents, or the student's representative or guardian shall have the right to:
  - 1). Examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct.



- 2). Know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- f. Request for Hearing Form. A form on which the student, the student's parents, or the student's guardian may request a hearing. The form is to be signed by such parties and delivered to the building principal or superintendent of schools in person or by registered or certified mail as prescribed in Nebraska Statutes §79-271 and §79-272.
4. Suspension Until Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent of school the student may be suspended by the principal until:
  - (i) the date the disciplinary action takes effect if no hearing is requested;
  - (ii) if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be submitted to the superintendent of schools, or
  - (iii) if the building principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of:
    - a. Interference with an educational function or school purpose.
    - b. A personal injury to the student himself or herself, other students, school employees, or school volunteers.
5. Discussions Prior to Hearing. Nothing in the Student Discipline Act shall preclude the student, parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- D. Procedures if Hearing is not Requested. If a hearing is not requested by the student or the student's parents or guardian within five (5) school days following receipt of the written notice, the

punishment recommended in the charge by the building principal or his or her designee will automatically go into effect upon the fifth (5th) school day following receipt of the written notice by the student or his or her parents or guardian as required above under Nebraska Statute §79-268.

E. Procedures if a Hearing is Requested.

1. Request for a Hearing. A hearing must be requested within five (5) school days after receipt of the written notice.
  - a. Request for Hearing Beyond Five (5) Days. If a hearing is requested more than five (5) school days but not more than thirty (30) calendar days following the actual receipt of the written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination .
2. Appointment and Qualifications of the Hearing Examiner. If a hearing is requested the superintendent of schools must appoint a hearing examiner.
  - a. Qualifications. The hearing examiner can be a person designated by the school district's superintendent of schools, school board, or counsel, if such person:
    - (1) Has not brought the charges against the student.
    - (2) Is not a witness at the hearing.
    - (3) Has no involvement in the charge.
  - b. General Duties.
    - (1) Impartiality - In addition to other duties, it is the duty of the hearing examiner to remain impartial throughout all deliberations.
    - (3) Availability - The hearing examiner must be available, prior to any hearing

held pursuant to the act, to answer any questions the building principal, the student, or the student's parents or guardian may have regarding the nature and conduct of the hearing.

3. Notice of Time and Place for Hearing. Within two (2) days after being appointed, the hearing examiner must give written notice to the building principal, the student and the student's parents or guardian of the time and place for the hearing. (i) The hearing shall be scheduled within a period of five (5) school days after it is requested, but such time may be changed by the hearing examiner for good cause. (ii) No hearing shall be held in less than two (2) school days' notice to the building principal, the student, and the student's parents or guardian, except with the consent of all parties.
4. Right to Examine Records and Statement. The building principal or legal counsel for the school district, the student and the student's parents or guardian, or representative shall have the right to examine the records and written statements referred to in the Student Discipline Act and the statement of any witness in the possession of the board of education at a reasonable time prior to the hearing.

F. Hearing Procedures.

1. Required Attendance at the Hearing. (i) Hearing examiner. (ii) Student. (iii) Student's parents or guardian. (iv) Student's representative (who may be an attorney) if any. (v) Legal counsel for the board of education, if the hearing examiner or the superintendent of schools deems it advisable.
2. Legal Counsel for the Board of Education.
  - a. Capacity. The board of education, acting through the superintendent of schools, may request legal counsel to be present either:

- (i) for the purpose of acting as the designee of the building principal, or (ii) for the purpose of advising the hearing examiner in the conduct of the hearing.
- b. Designee of the Principal. Any legal counsel who acts as the designee of the building principal in presenting the school's case against the student shall not:
  - (i) advise the hearing examiner on the conduct of the hearing, (ii) later advise administrators or school board members on the conduct of any appeal.
- c. Advising Hearing Examiner. Legal counsel may give advice on technical and procedural aspects of the school district's presentation and may advise the hearing examiner and the board of education so long as the legal counsel does not act as the building principal's designee in presenting the school district's case.

3. Witnesses.

- a. When Present. Witnesses shall be present only when they are giving information at the hearing.
- b. Witness Testimony. The student, the student's parents or guardian, or representative, the building principal or the hearing examiner may ask witnesses to testify at the hearing.
- c. Oath. Such testimony shall be under oath, and the hearing examiner shall be authorized to administer the oath.
- d. Attendance of Witnesses. The hearing examiner shall make reasonable effort to assist the student, or the student's parents, guardian, or representative in obtaining the attendance of witnesses.
- e. Cross-examination. The student, the student's parents, guardian, or representative, the building principal, or the hearing examiner shall have the right to

question any witness giving information at the hearing.

- f. Immunity. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.
4. Student Testimony. The student may speak in his or her own self defense and may be questioned on his or her testimony but he or she may choose not to testify and, in such case, shall not be threatened with punishment nor be later punished for refusal to testify.
  5. Individuals may be Excluded from Hearing.
    - a. Student. The student may be excluded at the discretion of the hearing examiner at times when the student's psychological evaluation or emotional problems are being discussed.
    - b. Any Other Person. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing.
  6. Evidence on Student's Conduct and Records.
    - a. Statements about Conduct and Records. The building principal shall present to the hearing examiner statements, in affidavit form, of any person having information about the student's conduct and the student's records but not unless such statements and records have been made available to the student or the student's parents, guardian, or representative prior to the hearing.
    - b. Explanation of Records. The information contained in such records shall be explained and interpreted, prior to or at the hearing, to the student, parents or guardian, or representative, upon request, by appropriate school personnel.

7. Rules of Evidence. In conducting the hearing, the hearing examiner shall not be bound by the rules of evidence or any other courtroom procedure.
  8. Recorded at District's Expense. The proceedings of the hearing shall be recorded at the expense of the school district.
  9. Joint Hearings.
    - a. When Conducted. A joint hearing may be conducted when: (i) More than one student is charged with violating the same policy, administrative regulation, or rule and acted in concert. (ii) The facts are substantially the same for all such students.
    - b. Discretion of Hearing Examiner. A joint hearing may be conducted if the hearing examiner believes that: (i) A joint hearing is not likely to result in confusion. (ii) No student shall have his or her interests substantially prejudiced by a single hearing.
    - c. Order for Separate Hearing. If during the conduct of the hearing, the hearing examiner finds that a student's interest will be substantially prejudiced by a joint hearing or that the hearing is resulting in confusion, the hearing examiner may order a separate hearing for any student.
- G. After the hearing, a report shall be made by the hearing examiner.
1. Contents of the report: (i) The hearing examiner's findings. (ii) A recommendation of the action to be taken. (iii) The reasons for the particular action recommended in terms of both the student and the board of education.
  1. Range of Recommendations. The recommendation

by the hearing examiner may range from no action, through the entire field of counseling, to long-term suspension, or expulsion. The board of education of Garfield County School District No. 100 has chosen to participate in an alternative educational program. An expelled student will be provided an opportunity to continue a program that will lead to meeting the school district's graduation requirements by taking high school level correspondence courses through the University of Nebraska School extension division. (Refer to Paragraph IV-L.)

3. Review by the Superintendent of Schools. A review shall be made of the hearing examiner's report by the superintendent of schools, who may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than the recommendation by the hearing examiner.
4. All Decisions Based on Evidence. The findings and recommendations of the hearing examiner, the determination by the superintendent of schools, and any determination on appeal to the governing body, shall be made solely on the basis of the evidence presented at the hearing or, in addition, on any evidence presented on appeal.

H. Final Disposition.

1. Written Notice. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified or registered mail or by personal delivery to the student or the student's parents or guardian.
2. Immediate Effect Upon Receipt. Upon receipt of such written notice by the student, parents, or guardian, the determination of the superintendent of schools shall take immediate effect.

- I. Duration of Expulsion. The maximum duration of an expulsion is determined by the nature of the offense.
1. Firearm Offense. The expulsion of a student for the knowing and intentional possession, use, or transmission of a firearm, as defined by 18 U.S.C. 921, shall be for a period as provided by the school district policy adopted pursuant to Nebraska Statute §79-263. Refer to Policy 1350, Firearms and Destructive Devices.
- a. Exceptions: The firearm offense shall not apply to: (i) The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training. (ii) Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.
- b. Policy.
- (1) Calendar Year. Garfield County School District No. 100 shall adopt a policy requiring the expulsion from school for a period of not less than one calendar year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm:
- (a) on school grounds,
- (b) in a vehicle owned, leased, or contracted by the school district being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or designee, or
- (c) at a school-sponsored activity or athletic event.
- (2) Firearm Definition. For the purpose of this offense, the federal definition of 'firearm' as provided by 18 U.S.C. 921, will apply.
- (3) Modification. The policy shall authorize the superintendent of school



or the board of education to modify the expulsion requirement on an individual basis if allowed by state or federal statutes.

- c. Report to Nebraska Department of Education. Garfield County School District No. 100 shall provide annually to the Nebraska Department of Education: (i) An assurance that the school district has in effect the above required policy; and (ii) A description of the circumstances surrounding any expulsion under the policy required by subsection (1) of this section including: (a) The name of the school; (b) the number of students expelled from school; and (c) The types of weapons concerned.

## 2. Use of Force and Personal Injury Offenses

- a. Offense Defined. (i) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except in cases of self-defense as outlined in §79-267(3); or (ii) The knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm.
- b. Self-defense Exception. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person.
- c. Sanction. The duration of the expulsion for the offense outlined above shall be: (i) Offense in First Semester - If the misconduct occurs during the first semester, then the expulsion will last for a period not to exceed the remainder of the school year in which it took effect. (ii) Offense in Second Semester- If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer

school and may remain in effect the first semester of the following school year.

- d. Modification. Such action may be modified or terminated by the school district at any time during the expulsion period.

3. All Other Expulsions.

- a. Duration of Expulsion. Except for the expulsion offenses listed above, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred: (i) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (ii) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the provisions of Nebraska Statute §79-283(5).
- b. Modification. Such action may be modified or terminated by the school district at any time during the expulsion period.

J. Automatic Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year.

- 1. Conducted by Hearing Examiner. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parents or guardian.
- 2. Limited Review. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing.

3. Determination. The review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board of education. Otherwise the student may be readmitted by action of the superintendent of schools.
- K. Suspension of Enforcement of Expulsion. The school district may suspend the enforcement of such expulsion unless the expulsion was required by Nebraska Statute §79-283(4) [i.e., firearm offense]. The suspension may be for a period not to exceed the length of the expulsion.
1. Condition. As a condition of such suspended action, the school district may require participation in a plan pursuant to Nebraska Statute §79-266(2).
  2. Conclusion of Suspension Period. At the conclusion of such suspension period, the school district shall: (i) reinstate the student who has satisfactorily participated in a plan pursuant to Nebraska Statute §79-266(2) and permit the student to return to the school of former attendance or attend other programs offered by the school district; or (ii) if the student's conduct has been unsatisfactory, enforce the remainder of the expulsion action.
  3. Expungement of Record. If the student is reinstated, the school district may also take action to expunge the record of the expulsion action.
- L. Garfield County School District No. 100 will provide an alternative education program for any student or students expelled from Burwell Junior-Senior High School. (Note: This plan shall conform with the requirements set forth by Nebraska Statute §79-266 and Nebraska Department of Education, Rule 17.)

1. Alternative Education Program. A conference shall be called by the building principal. The purpose this conference will be to advise the student and his or her parents or guardian of an educational program whereby the expelled student can continue with a program that will allow the individual to work toward meeting the school district's graduation requirements. The expelled student will be provided the opportunity to enroll in high school level correspondence courses provided by the University of Nebraska High School Extension Division.

a. The Plan. School officials shall determine:

- (1) The course or courses to be taken and the sequence for these courses. The student will take one course at a time and will not enroll in another course until he or she has successfully completed the previous course.
- (2) The certificated person or persons assigned to oversee the student progress and testing of the student.
- (3) The method and frequency of reporting student progress in the correspondence course.
- (3) The school district will bear the cost of the tuition fee and textbooks required.

b. If the student fails to meet any conditions of the learning program, the school district may, without further obligation, terminate the program after a due process hearing, as required in statutory provisions for suspension and expulsion of students, unless otherwise waived by the parents or guardian of the student.

M. Appeal.

1. Case Record.

- a. Contents of Record. The record in a case under the Student Discipline Act shall consist of: (i) the charge, (ii) the notice, (iii) the evidence presented, (iv) the hearing examiner's findings and recommendations, and (v) the action of the superintendent of schools.
  - b. Record for Appeal. With respect to any appeal to a court or any subsequent appeal, the record shall consist, in addition to the above items, of any additional evidence taken and any additional action taken in the case.
2. Request for Appeal The student or the student's parents or guardian may, within seven (7) school days following receipt of the superintendent of schools' written notice of determination appeal the determination to the board of education by written request which shall be filed with the secretary of the board of education or with the superintendent of schools.
3. Appeal Hearing.
- a. When. A hearing shall be held before the board of education within a period of ten (10) school days after it is requested, and such time for a hearing may be changed by mutual agreement of the student and the superintendent of schools.
  - b. Deliberating Body. The hearing may be held before a committee of the board of education of not less than three members.
  - c. Admissible Evidence. Such appeal may be on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness and such new evidence shall be recorded at the expense of the school district.
  - d. Deliberation. After examining the record and taking new evidence, if any, the board of education or the designated committee may withdraw to deliberate privately upon such record and new evidence. (i) Any such

deliberation shall be held in the presence only of the board members in attendance at the appeal proceeding but may be held in the presence of legal counsel who has not previously acted as the designee of the building principal in presenting the school's case before the hearing examiner. (ii) If any questions arise during such deliberations which require additional evidence, the deliberating body may reopen the hearing to receive such evidence, subject to the rights of all parties to be present.

- e. Action on Appeal. The deliberating body may alter the superintendent of schools' disposition of the case if it finds the decision to be too severe but may not impose a more severe sanction.
- f. Dispatch of Final Action. The final action of the deliberating body shall be evidenced by personally delivering or mailing by certified mail a copy of the deliberating body's decision to the student and his or her parents or guardian.

N. Judicial Review. Any person aggrieved by a final decision in a contested case under this Act, whether such decision is affirmative or negative in form, shall be entitled to judicial review. Nothing in the Act shall be deemed to prevent resort to other means of review, redress, or relief provided by law. Aggrieved persons desiring to resort to judicial review should refer to Nebraska Statute §79-289 for procedures.

1. Stay of Enforcement.

- a. When. The filing of the petition for judicial review or the service of summons upon the board of education shall not stay enforcement of a decision, but the board of education may stay enforcement, or the court may order a stay after notice of such board of application therefor and upon such terms as it deems proper.

## VII. Duty to Report Criminal Violations.

- A. Notify Law Enforcement Authorities. The superintendent of schools or his/her designee shall notify as soon as possible the appropriate law enforcement authorities of the county or city in which the school is located of any act of the student described in this policy which the superintendent of schools knows or suspects is a violation of the Nebraska Criminal Code.
- B. Immunity. The superintendent of schools or his/her designee, or any other school employee reporting an alleged violation of the Nebraska Criminal Code shall not be civilly or criminally liable as a result of any report authorized by this policy unless:
1. Such report was false and the person making such report knew or should have know it was false.
  2. The report was made with negligent disregard for the truth or falsity of the report.

## VIII. Removal of a Minor From School Premises.

- A. Duties of the School Officials. When the superintendent of schools or any other school official releases a minor student to a peace officer, as defined herein, for the purpose of removing the minor from the school premises, the superintendent of schools or other school official shall take immediate steps to notify the parents, guardian, or responsible relative of the minor regarding:
1. The release of the minor to the officer.
  2. The place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the superintendent of schools or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

- B. Duties Owed by Peace Officer in Suspected Child Abuse Cases. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that.
1. The minor is in custody.
  2. The place where he or she is being held, except:
    - a. Endangerment by Disclosure. If the peace officer has a reasonable belief that the minor would be endangered by disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four hours.
    - b. Medical Treatment. The peace officer shall inform the parents, guardian, or responsible relative whether the child requires and is receiving medical or other treatment.
    - c. Court Review. The Juvenile court shall review any decision not to disclose the place where the minor is being held at an subsequent detention hearing.
  3. Peace Officer Defined. "Peace officer" shall include sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests.

Refer to Policy 5520, Police Questioning and Apprehension. Refer to AR-5555, Student Grievance Procedures for forms associated with grievance procedure, hearings, and hearing officer.

Legal Reference: §79-255 through §79-292 Student Suspension and Expulsion Procedures and Appeal Process.



Rule 17, Nebraska Department of Education

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