

DONIPHAN – TRUMBULL
SECONDARY SCHOOL
PARENT-STUDENT HANDBOOK
2011-2012

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DONIPHAN-TRUMBULL BOARD OF EDUCATION

Judy Buhr, Rich Mlinar, Brent Rainforth, Scott Schultz, Greg Sinner, Chris Sullivan

ADMINISTRATION

Mr. Kirk Russell, Superintendent 845-2282
 Mr. Dan Schiefelbein Secondary Principal 845-6531
 Mrs. Mary Yilk, Elementary Principal 845-2730

PHILOSOPHY

The Doniphan-Trumbull Public School has been established by this community for the purpose of developing efficient and responsible citizens for democratic living. To accomplish this purpose, the school seeks to provide those educational experiences, which will assist each pupil to discover individual need, interests, and abilities. To achieve this implies that the student will acquire knowledge to develop skills, attitudes, interests, appreciation, and insights, which will enable him or her to live effectively in a democracy and to make a maximum contribution to the improvement of society.

MISSION STATEMENT

Committed to actions that embrace progressive opportunities, advanced achievement, genuine respect, and personal integrity, through active community partnerships.

INTRODUCTION

The Secondary Parent-Student Handbook has been prepared to help you and your parents become familiar with Doniphan-Trumbull Secondary School, its policies, procedures, achievements, and goals. It is intended to serve as a guide for students, parents, and faculty members; and therefore this handbook will not attempt to cover every detail needed as circumstances arise. The administration of the Doniphan-Trumbull Public School reserves the right to amend policies in the handbook in order to enhance the educational experiences for the students of the Doniphan-Trumbull Public School. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations. All that will be accomplished during this school year will be a direct result of cooperation among these groups, and a true desire on the part of all members of the school community to extend a maximum effort toward both individual and group goals.

CALENDAR

The Principal and Athletic Director will maintain a school calendar. All school events or activities are scheduled through the Athletic Director with administrative approval. An updated school calendar can be found at www.dtcards.org

BUILDING HOURS FOR STUDENTS

Classes begin at 8:10 a.m., Monday through Friday. Classes are dismissed at 3:41 p.m., Monday through Thursday, and 2:27 p.m. every Friday. Students may enter the Doniphan-Trumbull Secondary High School no earlier than 7:30 a.m. and all students are expected to leave the building by 4:00 p.m. unless they are properly supervised.

DRUG FREE SCHOOL

The District implements regulations and practices; which will ensure compliance with the Federal Drug-Free School and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free school program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

SMOKING

The district is committed to provide a positive learning environment and promote healthy lifestyles among students and staff. School buildings and property are declared smoke-free and the use of all tobacco products is prohibited within these facilities, and in all school vehicles.

SCHOOL CLOSING NOTICES

When it becomes necessary to close school, notices will be given through Weather Threat on local media outlets. Furthermore, automated phone calls will be sent to the phone numbers that the school has obtained from parents via the school automated system. Please keep the school informed of changes in your phone number, as this system will also be used in emergencies. Please do not call the school or school personnel when there is a possibility of a school closing. School phones will be needed to contact bus drivers, teachers, and the news media.

CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued.
4. Replacement costs will be charged for lost items and other damages to school property will be assessed on a prorated basis. Teachers are authorized to assess reasonable fines for excessive damage to materials. In some courses, fees may be charged for supplies and/or materials, which are to be consumed by or remain the property of the students.
5. Report cards, transcripts, or other school records will be held at the end of any grading period until all fines or money owed is paid in full.

OPEN PERIOD RELEASE

Senior students have off-campus privileges and may leave campus during their open periods, but must obtain school and parent permission prior to leaving. Off-campus privileges can be revoked by school administration for disciplinary and academic reasons. Students must sign in at the office when arriving at or leaving the school for release. Senior students who are failing a course will lose this privilege and will report to the office during their open period until they bring their grade up to passing.

OFF CAMPUS LUNCH RELEASE

Juniors and Seniors have off-campus lunch release and are allowed to leave campus during their scheduled lunch. Other exceptions will be made for those students who walk and eat lunch at home. Written permission from parents or guardians is required before students are allowed to leave the campus for lunch. Students who leave the campus during their scheduled lunch without permission will be subject to disciplinary action. Students returning late from off-campus lunch release will be subject to disciplinary action.

STUDENT VEHICLES

Once the student has arrived at school, the vehicle must remain parked until the dismissal of school or unless permission to drive is granted through the Secondary School office. Permission to drive for special circumstances (i.e., doctor, dentist appointments, etc.) may be allowed provided the parents notify the administration prior. Students are not allowed to go to their cars during the school day unless they have received permission to do so from the school office. Students driving or riding vehicles to school shall comply with school regulations for the operation of vehicles on, or in the vicinity of, school property so as to not cause disruptions, or damage to, or constitute a threat to the safety of persons or property. Vehicles driven to school by Doniphan-Trumbull students are subject to inspection and may be searched by school officials. No students are to park their cars in the visitor parking area that is clearly marked in front of the school building. Students may park in the north or east parking lots. Surveillance cameras are in use to monitor and to help ensure the safety and security of all vehicles parked in all parking lots.

TRANSPORTATION

The Doniphan-Trumbull Public School will provide transportation for all students who reside within school district boundaries and whose home is located four (4) or more miles from the school attended. Also, buses will be used for school-sponsored activities.

The Doniphan-Trumbull Public School responsibility for each child begins when the student boards the bus and terminates when the student leaves the bus. The parents/guardian are responsible for the safety and general conduct of their child between the home and the bus loading and unloading station. It is recommended for parents who are moving from the school district to notify the bus driver of the move several days in advance and to notify the bus driver if going on a business trip, vacation, etc.... This will assist the bus driver with efficiency and time.

Bus students must board and unload at their regular bus stop unless the parent has submitted a **written** request to load or unload at some other location. This dated, written request must be given to the bus driver before the change can occur. The temporary new loading or unloading station must be on the regular bus route.

The bus driver is in complete charge of the bus and is responsible for the conduct of students on the bus. Unacceptable behavior is to be corrected by the bus driver as follows:

PHASE I

1. Warning the student by the driver.
2. Parental notification by the driver.
3. Driver visits about student problem with principal.

PHASE II

4. Principal confers with student about problem and notifies parents about possible temporary suspension from riding the bus for one week if behavior is not improved.
5. Temporary suspension for one week or 5 days. Notification to parents of action taken.
6. Reinstatement to bus privileges after five days.

PHASE III

7. Referral to the superintendent if problem continues to exist. Notification to the parents of possible permanent suspension, if student's conduct does not improve immediately.
8. Permanent suspension for the remainder of semester of the school year depending upon the calendar and circumstances.

*Transporting students with known emotional and physical handicaps may require emergency procedures by the school bus driver, which may result in removing the student from the bus for one day, if severe behavior problems erupt. This procedure will be initiated at the discretion of the bus driver but is to be used only if extreme measures are called for. The driver is to immediately alert the bus supervisor and the parents in the event this emergency measure is employed.

The above procedure is an additional step to be used in dealing with unusual circumstances. All drivers will still follow the balance of the "due process procedure".

This emergency procedure may also be employed by the school bus driver in dealing with any student should the circumstance call for immediate action.

FIRE DRILLS

When the fire alarm sounds, students will be expected to leave the building in an orderly manner. Running and noise making will not be permitted. Fire exits and procedures to follow are posted in each room of the building. Familiarize yourself with these procedures.

TORNADO DRILL PROCEDURES

Students will proceed to the safe area. Complete cooperation will be necessary in order to insure a safe drill. Students will not talk or make any other unnecessary noise during the drill. This requirement is necessary in order that further instructions may be easily and readily heard and observed.

Further procedures: Students are not to leave the school building if a tornado hits unless they are released to their parents. If a tornado hits and there is not time to get to the weight room or your assigned area, every attempt should be made to get as far away from the windows as you can.

LOCKDOWNS

Non-Emergency Lock Down: All students and staff remain in their classroom or where ever they may be until the all clear is given by administration. A non-emergency lock down may occur for a variety of reasons. Teaching and learning still occurs at this time.

Emergency Lock Down: All students and staff remain in their classroom or where ever they may be until the all clear is given by administration. Lights are turned off and a safe place to sit is directed by the adult.

Lock In: All outside doors will be locked. All students remain at the school site until all clear has been called. Students may leave with their parents if arrangements are made through the principal's office.

ATTENDANCE

THE LAW: COMPULSORY EDUCATION AND TRUANCY

The state mandates that students attend school from age 6 to age 18.

A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. If a student's absence is unexcused, the student may not receive credit for any class work missed during the absence, and may be required to make up work and the time missed.

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days, report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the —Excessive Absenteeismll and —Reporting Excessive Absenteeismll sections of this Rule.

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have —excessive absencesll. Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has

excessive absences, the following procedures shall be implemented:

A. One or more meetings shall be held between the school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration. If the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent or guardian refuses to participate in such meeting, the principal shall place in the child's attendance records, documentation of such refusal.

B. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.

C. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

D. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the excessive absenteeism problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

If a child is absent more than twenty (20) days per year or the hourly equivalent, the attendance officer or designee shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner, regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Attendance Terms:

Excused absence is defined as an absence that has been approved by a parent or guardian, and the principal. Examples of an excused absence will be bona fide illness, doctor appointments, and funerals, etc. Excused absences do count toward the ten (10) class absences.

Unexcused absence is defined as an absence that has not been approved by a parent or guardian, and the principal. *Note Student Code of Conduct.

School sponsored activities such as field trips, extracurricular activities, or athletic trips, etc. do not count towards the ten (10) classes absent. Seniors will be allowed one (1) college visit per semester that does not count towards the ten (10) class absences.

Zero-Credit Status is defined as a student who has been absent from a class eleven (11) or more times during the semester, and who will receive no credit for such a class unless he/she requests a review of credit. *Note Request a Review for Credit Procedure.

Excessive Absenteeism is when a student accumulates twenty (20) or more absences per year or the hourly equivalent. A student who accumulates twenty (20) unexcused absences per year shall be deemed to be "habitually truant." If a student continues to be or becomes habitually truant, the principal will notify the county attorney as required by law.

Reasons for a Parent or Student or Request of Credit Due to Absenteeism

If a parent and/or student feels that justifiable or extraordinary circumstances have contributed to the student exceeding the ten (10) absent limit, the parent and/or student may request a review of credit if one or more of the following conditions have been met: 1) the student's class work has been satisfactorily completed; 2) the student's attendance, subsequent to exceeding the ten (10) absences, has been satisfactory; 3) any absences for medical reasons have been verified by appropriate doctor's statement(s) and/or other credible documentation has been filed with the high school office.

Request for a Review of Credit Reinstatement

- Parent/guardian, and student will be given written notice that the student has exceeded the ten (10) classes absent along with a Student Request for a Review for Credit form after the eleventh (11th) absence.
- The parent/guardian or student or both must request of a review for reinstating credit prior to the end of the semester.

- The recommendation by the teacher and principal to reinstate credit or not reinstate credit will be given in writing. If credit is not reinstated, the parents/guardians and/or student may request a review from the Attendance Review Committee. The action taken by the Attendance Review Committee is final.

MAKE UP WORK

Students have two days to make up class assignments for one-day absence plus one additional day for each consecutive day absent. If a student knows he/she is going to be absent it is the student's responsibility to make arrangements for making up work prior to the absence.

TARDIES

Being on time is an important part of being a responsible citizen. All tardies will be counted and recorded. See the discipline matrix for consequences for excessive tardies. If a student is tardy 10 or more times in the same class per semester, that student may forfeit credit for the semester in that class. Students may be dropped from a class as part of a behavioral plan. The administration reserves the right to handle tardies on an individual basis, as special circumstances may exist.

REMOVAL OF STUDENT

School administrators and teachers will obtain parent/guardian permission prior to the removal of a child from school premises while the child is properly in attendance, either during school hours or during supervised activities. It is recognized, however, that such removal may be pursuant to a legal arrest or a valid court subpoena or order.

INTERVIEWS

Any person, except an employee of the Doniphan-Trumbull Public Schools, or a Health and Human Services person, without prior approval of a school administrator may not interview individual students. No interviews will be granted unless it is deemed essential to the welfare of the student or as may be required by court order or law enforcement agencies. Reasonable efforts will be made to contact the parent of students being interviewed by law enforcement agencies at school. Parents are permitted to sit in on interviews with students when feasible. When a parent is not available or cannot be contacted a school administrator will sit in the interview process.

REPORTING OF CHILD ABUSE

Any staff member of Doniphan-Trumbull who has reasonable cause to suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstance or conditions, which will reasonable result in abuse or neglect, must report this to the Principal and the county Department of Social Services. School personnel are considered "mandatory reporters" and by Nebraska State law 28-711 and the "Child Protection Act" are required to report any reasonable finding of child abuse.

VISITORS

Parents are welcome at all times. All visitors to Doniphan-Trumbull Public School must report either to the Superintendent's office, elementary Principal's office, or the high school Principal's office for a signed visitor's pass. Students who notice individuals in the building who are not students, faculty, or staff members should notify the Principal's office immediately. Permission for friends to visit the school while school is in session will only be granted under special circumstances.

MEDICATION

The District will not purchase, prescribe, or provide any form of internal medicine to students. To help insure the health and safety of students, Doniphan-Trumbull Public School personnel are not permitted to dispense medication to a student without prior authorization. If a student must receive medication during the school day, medications must be brought to school in the original container, be properly labeled, and contain the name of the medication, student's name, and the name of the prescribing physician, if applicable. Directions for the dispensing of the medication must also be included.

FIRST AID AND ILLNESS

When possible, the First Responders shall perform appropriate first aid and emergency care measures in accordance with procedures outlined in their specialized training. In the event of a serious injury to a student, the family or guardian will be notified as soon as possible.

ACCIDENTS

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

COPY MACHINE

The use of the Doniphan-Trumbull Public School copiers and paper are for school purposes only. This includes copies made for assignments and class notes, but not for personal use.

TELEPHONES & CELL PHONES

Students will not be called from a class to answer a telephone call except in cases of emergency. Telephone messages from parents or family members will be delivered to students at appropriate times of the school day. Cell phones are only permitted during passing periods, lunch, or release. Use of the telephone at the office or cell phones are not an excuse to be tardy to class. The use of cell phones during activity trips is up to the discretion of the sponsor.

PORTABLE MEDIA DEVICES

Portable music players are allowed at the discretion of each teacher. Some teachers will allow music in their classroom and others will not, it is the student's usage responsibility in which classes it is appropriate. Portable video devices are not allowed. Devices with earphones will be allowed on activity trips, to the discretion of the sponsor. Students will assume full responsibility for loss or theft of such equipment.

HALL PASSES

While classes are meeting, students outside of their regularly assigned classrooms must have a valid pass in their possession. A student handbook will suffice as a pass if a teacher or staff member signs it.

CANDY, GUM, POP & FOOD

Candy, food, energy drinks, and carbonated beverages are prohibited in classrooms. Water in a clear container and non-carbonated sports drinks are permitted in a container with a lid as determined by each classroom teacher. The use of gum is up to the classroom teacher discretion. No sunflower seeds. No food or drinks may be brought into the school building.

ELEMENTARY WING

Students in grades 7-12 are not permitted in the elementary wing of the building unless they are properly supervised or are participating in an activity that requires their presence in that area. Students are reminded to use the high school exits when school is dismissed.

STUDENT HANDBOOK

The cost to replace a student handbook and planner is \$5.00.

BOOK BAGS

Oversized book bags must be placed in student lockers and are not allowed in classrooms. Gym bags must be placed in the locker rooms when students arrive at school.

STUDENT LOCKERS

Lockers are the property of the school district and are on loan, without charge, for the student's use and convenience. School officials may search student lockers if they have belief, that there is cause, reasonable under the circumstance, that such lockers contain any item or substance which may be injurious to the health, welfare, safety or morals of the students or employees in the school, or which contain any items or substance which may constitute evidence of any kind of misconduct with respect to which the school officials, under these policies and regulations and the statutes of the State of Nebraska, may be authorized to take disciplinary action. The assignment of the locker is on a temporary basis and may be revoked at any time. Students may be assessed a fine for damage to lockers; therefore, students are not to display items which are obscene in nature, depict nudity, alcohol and tobacco products, nor any items which carry derogatory connotations, satanic symbols, hate messages, profanity, and/or sexual innuendoes. Please do not place any peel off labels on your locker, individual posters or pictures or any materials that may ruin the paint surface, on the outside of your locker. Students are also responsible for the cleanliness inside and outside their locker. Students are encouraged to bring only a minimum amount of money to school or school activities. Do not leave valuables in unlocked lockers, dressing rooms, or classrooms. The school is neither responsible nor liable for any losses of student property. Each student is responsible for the content and security of his/her locker. All lockers in the locker rooms will be issued a school padlock. Students are not to put their own locks on athletic or physical education lockers. The office will check out a lock to any high school student wanting to secure his/her locker. Junior High students will be issued a lock at the beginning of the school year. **DO NOT SHARE YOUR COMBINATION WITH ANYONE!!!** A charge of \$5.00 will be charged for locks that are not returned.

POSTERS AND SIGNS

An administrator must approve all posters and signs designed by students before they can be displayed. Please do not mark on posters or signs.

STUDENT PUBLICATIONS

The Doniphan-Trumbull Board of Education, in recognition of the students' freedom of expression, wishes to allow for a maximum of free expression in student publications within the limits of student responsibility, good taste, and courtesy. The Board's recognition of the students' freedom of expression shall be interpreted to mean differentiation between freedom and license. The Board supports the development of student produced school newspapers, annuals, and magazines.

The Board further interprets “freedom of expression” as including consideration by the sponsors of student publications of the maturity levels of the students, the care in the development of journalistic and other skills of expression among students, and the development of a sense of student responsibility for what is said to the individuals and groups addressed.

Since the Board recognizes and provides for the students’ freedom of expression, and since the publications of the school are under the jurisdiction of the Board of Education, the Board shall consider unauthorized publications, if published, written or distributed by student with school equipment which make obscene reference to the Doniphan-Trumbull Public School to be a violation of this policy.

LUNCH AND BREAKFAST

The cost is \$2.40 for students and \$3.15 for adults. Milk is available at \$.25 per extra carton. The cost for breakfast is \$1.35. Breakfast will be served starting at 7:50 a.m. Application forms for free or reduced lunches are available at the school offices. Qualification guidelines are available in the Principal’s office. Each family has an account and can be paid on a weekly, monthly or quarterly basis. You need to pay lunch money in advance before your child can start the school breakfast/lunch program. You must have a positive balance at all times. Students will need to bring sack lunches until the account is in the positive.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

GRADING SYSTEM

The following grading scale applies to all classes 7-12. Letter grades are assigned for classes that meet the graduation requirements and grade promotion.

GRADE	PERCENTAGE	GPA
A+	97– 100%	
A	95 – 96%	4.0
A-	93 – 94%	
B+	90 – 92%	
B	88 – 89%	3.0
B-	86 – 87%	
C+	83– 85%	
C	80 – 82%	2.0
C-	78 – 79%	
D+	75 – 77%	
D	72 – 74%	1.0
D-	70 – 71%	
F	69% and below	0.0
I	Incomplete	

Grading is based on criteria identified in the syllabus of each course. The grade should reflect a measure of what you have learned or have accomplished during the course. Five school days after the end of a grading period will be allowed for removing a grade of incomplete. Grades will be figured on work completed after this time. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter; any exceptions to this standard will be determined by school officials. Seniors must have all work completed by their last day of school, unless prior arrangements are made. Dual Credit and AP Classes will be indexed to help determine class rank if a student takes the college test, if they don’t they will not receive the weighted grade.

GRADUATION REQUIREMENTS

English	Speech	Science	Social Studies	Physical Education	Health	Math	IED or FCS	Personal Finance	Technology	Vocational Education	Electives	Total
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40 Credit Hours	5 Credit Hours	30 (Biology Required)	40 Credit Hours	5 Credit Hours	5 Credit Hours	30 Credit Hours	5 Credit Hours	5 Credit Hours	5 Credit Hours	20 Credit Hours	60 Credit Hours	260 Credit Hours
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One semester is equivalent to 5 credit hours.

Freshman Requirements

(Freshmen are required to take 8 classes)

English I
 Physical Science
 Social Studies Elective
 Math
 Health/PE (1 Semester)
 IED or FCS (1 Semester)
 Elective (2)
 Personal Finance (1 Semester)
 Information Technology (1 Semester)

Sophomore Requirements

(Sophomores are required to take 8 classes)

English II
 Biology
 Social Studies Elective
 Math
 Health/PE (1 Semester)
 Speech (1 Semester)
 Electives (3)

Junior Requirements

(Juniors are required to take 8 classes)

English III
 Science Elective
 American History from a Global Perspective
 Math
 Electives (4)

Senior Requirements

(Seniors are required to take 7 classes for credit)

English Elective
 American Government
 Electives (5-6)

All students will be required to take the above courses during their specified year, some students may have alternative classes tailored to meet their special needs. The students academic grade will be determined by credits earned at the beginning of the school year: freshman 65 or less, sophomore 70-125, juniors 130-175 and seniors will have at least 180 credits and will remain in that grade for the entire academic school year.

CURRICULUM

Advanced Placement, Dual Credit, Learning Center, and Tech Prep Classes

Doniphan-Trumbull students are given the opportunity to achieve in classes that are academically rigorous to better prepare themselves for post-secondary opportunities and earn college credit while in high school. If you take an AP and/or Dual Credit class you will be graded on a weighted scale because of the rigor involved. If you take AP and/or Learning Center courses you will be required to demonstrate mastery by taking a semester-end exam at the students expense to receive college credit. Tech prep classes are free vocational credits applied directly to the college transcript upon completion of the articulated course with at least a “B” Average at Doniphan-Trumbull.

CORRESPONDENCE STUDY

A student may request to take a course by correspondence study through the Independent High School at the University of Nebraska at Lincoln. A student is permitted to enroll in only one course at one time. The course must meet the approval of the Principal and Guidance Counselor:

- The student will be responsible for financing the course. The student will be reimbursed the cost after he/she has successfully completed the course with passing grade;
- The Superintendent or his designee will make the decision as to the responsibility for supervising the course;
- The student’s work must move according to the suggested outline of study so that the course will be completed during a semester;
- Only under extraordinary circumstances will the student be allowed to take a correspondence course if offered in the Doniphan – Trumbull Public School.

EARLY ENTRY PROGRAMS

The early entry programs allow juniors and seniors the opportunity to earn college credit through Hastings College, Hastings CCC, or Grand Island CCC. Requirements and responsibilities:

- Students are responsible for their own transportation to and from campus.
- Students are required to enroll in a minimum of four (4) classes at Doniphan-Trumbull High School.
- Students and/or parents are responsible for the tuition if college credit is awarded.
- If a student receives “dual credit”, the student must provide an official transcript with a raised seal demonstrating completion of a class.

MENTOR ADVISEE PERIOD

Each student will be assigned to a MAP class for 25 minutes each day. The MAP group will be led by a faculty member who will lead discussions, present short lessons, facilitate learning and exploring and advise students. Each week will follow a similar schedule, also utilizing this time for activity meetings and college and military representative visits to the school, minimizing the amount of disturbances to other class periods. The weekly schedule will be flexible, also ensuring a balance of structured and un-structured time for each group to utilize in productive ways including study halls and the ability to finish make up work from days missed.

MAP teachers will be divided by age of students to foster strong relationships between the faculty member and students. Teachers will stay at a particular level according to the classes they teach as well as their area of interest in working with MAP topics. Class sizes will be minimized to the smallest amount possible in order to create a smaller, 'family' atmosphere. The MAP facilitators from each age group will meet periodically to collaborate and support each other as well.

Each age group will focus on specific topics as well as school-wide issues and goals. Academic Career Education Program objectives will still be addressed at each grade level, especially in grades 9-11.

Grades 7 & 8 – Character Education

A topic of focus for each week, incorporating Character Education best practices and design of a sequential and building curriculum. Each topic will have multiple lesson/discussion ideas for each teacher to personalize for their group.

Grades 9 – Leadership

Design will be similar to Jr. High program with a leadership focus, utilizing leadership foundation curriculums.

Grade 10 – Service

Design will be a community service focus, utilizing leadership foundation curriculums. Each group will conduct service project(s) to equal at least 10 hours of service yearly, assisted by each MAP facilitator.

Grade 11 – Career and Future Goal Planning

Focus will be on personal awareness and narrowing down a scope for future goals. The Nebraska Career Connections website will be utilized. Each student will complete at least one job shadow each semester in a career field of their interest as set up by with the assistance of the MAP facilitating teacher following the ACE job shadow guidelines.

Grade 12 – Closure and Post-Secondary Transition

First semester curriculum will focus will be on senior specific topics, as defined by groups if needed, to include college admissions, scholarship applications, financial aid process. 2nd semester curriculum will focus on transitional issues for post-secondary plans based on group's needs.

STUDY HALLS

Doniphan-Trumbull schools will provide an after school study hall for all students. After school study hall will be from 3:45-4:15 Monday through Thursday based on staff availability. Prior arrangements need to be made to allow staff to facilitate instruction.

GRADING POLICY

The Doniphan-Trumbull Public School will employ differential grading standards and course requirements when necessary to meet the needs of individual students. Regular classroom teachers shall be encouraged to modify curriculum, instructional approaches and grading practices for students with verified exceptionally who are mainstreamed into regular classrooms. Teachers may also utilize differential standards for students considered "borderline learners" and who do not qualify for special education services.

Academic Integrity

Academic honesty is one of the highest standards of Doniphan-Trumbull. If you are found to be responsible for academic dishonesty (cheating, copying others work, plagiarism, intentionally not citing sources and claiming the work as your own, etc...) you will not receive credit for the assignment and you may face further disciplinary action depending on the situation. Consequences for academic dishonesty could include suspension.

FAILING GRADES OR LOSS OF CREDIT

No credit will be provided for students who receive a failing grade for a class or loss of credit from absenteeism. If a student fails a subject, it is his/her responsibility to register for the course again. The course should be taken as soon as it can be scheduled.

REPORT CARDS

Progress Reports are issued at the end of each mid-term, or nine-week session. Progress reports are a reflection of student progress. Semester grades are cumulative. Semester grades are posted on student transcripts. Percentages are used to designate a student's progress. Incompletes shall be designated by an "I" and must be completed in a timely manner to receive credit.

PARENT-TEACHER CONFERENCE

Parent-teacher conferences will be held each year. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

CHANGE OF SCHEDULE

Drop and add requests are to be obtained from the office of the counselor. Students must obtain the permission of the teacher of the class to be dropped and the class to be added, as well as the guidance counselor, parent, and the principal.

- Students who desire to drop or add a first semester class may do so during the first week of the first semester.
- Students who desire to drop or add a second semester class may do so during the last week of the first semester.

Students who drop a class after the first week of the semester, except under the circumstances described elsewhere in the policy will receive a "0" on the permanent records; that grade will be averaged in the student's cumulative grade point average.

The only deviation to this policy that will be allowed will be a situation that involves the extended illness of a student. The extended illness must have created a situation that makes it impossible for a student to successfully complete a class or classes. If these circumstances exist, a student may be allowed to withdraw from classes or a class as Withdraw Passing (WP) or Withdraw Failing (WF). If permission to withdraw as WP or WF is given the classes will not be averaged into the cumulative grade point average of the student. Before students are allowed to withdraw as WF or WP, the student and his/her parents, the guidance counselor, the principal, and the teacher(s) of the class or classes must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as passing or failing is given by the principal.

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

The Board of Education recognizes that opinions differ concerning appropriateness of instructional materials and activities. Occasionally an individual or group may find instructional materials or activities used in the school in conflict with their views. All complaints must be presented in writing on the appropriate forms as prescribed by the Superintendent. The administration then will follow its established procedures for reviewing the complaint.

JUNIOR HIGH PROMOTION

Seventh and eighth grade students are required to pass a minimum of 60 credits to be promoted to the next grade level. Students need to develop good study skills that will carry over into high school. Letters will be mailed at the end of the 1st and 3rd quarters to parents of students who are in danger of not earning 30 credits per semester as well as other communications will be made during a semester to notify parents of students progress. Alternative education methods may be provided for students who do not earn 30 credits, and who have deficiencies in core subjects. Core subjects are English, math, science and social studies.

GRADUATION HONORS

The Doniphan-Trumbull Board of Education will honor certain students graduating from the district who have attained exceedingly high academic achievement while attending Doniphan-Trumbull High School. The following recognitions will be made at the Commencement exercises

- VALEDICTORIAN: The senior student who has attained the highest grade point average over the last four high school years. Such student must have attended Doniphan-Trumbull High School during the last three semesters.
- SALUTATORIAN: The senior student who has attained the second highest grade point average over the last four high school years. Such student must have attended Doniphan-Trumbull High School during the last three semesters.
- HONOR GRADUATES: All graduating students who have attained "A" average (3.5 GPA or above) for the four years of high school.

Commencement exercises will include the recognition of the class Valedictorian and Salutatorian, and other seniors who have attained an "A" (3.5 GPA or above) through the four years of high school. Both the Valedictorian and Salutatorian will be presented with an appropriate symbol of their accomplishments and will each address the audience with a 3-5 minute speech. The contents of each speech must have prior administrative approval. Seniors receiving recognition for achieving an "A" average will be recognized with an appropriate award.

The determination of the persons receiving Valedictorian, Salutatorian, or Honor Graduate recognition shall be according to the average of all grade points received for all classes taken according to the following scale:

Grade	Percent	Grade Point Average
A	93-100	4.0
B	86-92	3.0
C	78-85	2.0
D	70-77	1.0

Should one or more ties exist for the selection of the Valedictorian or Salutatorian after averaging grade points, the average of the percentages used in calculating the grade points for each class will be used.

Students who have not met Doniphan-Trumbull graduation requirements at the conclusion of their eighth semester may participate in commencement exercises if they have earned a minimum of 250 credits. Students participating in commencement, but not “graduating”, will receive a certificate of attendance. All foreign exchange students participating in commencement exercises will receive a certificate of attendance.

HONOR ROLLS

The Doniphan-Trumbull Secondary High School honor roll is instituted for the purpose of recognizing and stimulating scholastic achievement. Honor rolls are recognized at the end of each semester.

- Excellence Honor Roll: Students who have a grade point average between 4.0 and 3.3 with no grade earned lower than a **90%**;
- Honor Roll: Students who have a grade point average between 3.29 and 3.0, with no grade earned lower than an **86%**.

RELIGIOUS BELIEFS AND CUSTOMS

The Doniphan-Trumbull Board of Education believes in the preservation of and respect for private religious beliefs. Students adhering to a specific set of religious beliefs or holding to little or no belief shall be alike respected. No teaching within the school shall be sectarian in nature. If any school program or instruction is, in any way, imposing upon a student’s religious belief, such student may be excused from participation.

The Board recognizes the importance of teaching high moral and ethical values by precept and example in the public school. Students will be encouraged by the staff to develop high moral and ethical values under the leadership of their parents and religious leaders.

DISTRIBUTION OF MATERIALS TO SCHOOL

Distribution of Materials to the school by organizations or individuals whose main function is to advertise or promote a profit-making, non-school organization or event is prohibited. Distribution of materials to the school for educational purposes or for community interest, such as safety precautions, may be permitted upon the Superintendents’ approval. Prior arrangements for distribution are to be made with the Superintendent or his designee.

FIELD TRIPS

Pupils taken on excursions or field trips in the interest of class activities must have the approval of the principal in advance.

NETWORK, EMAIL, INTERNET AND OTHER COMPUTER USE

Doniphan-Trumbull Public School’s network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Doniphan-Trumbull Public School. Access to the DTPS computer systems is a privilege, not a right. Laptops will be subject to random inspections and will be turned over to district personnel upon request. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender’s laptop and/or network privileges.

General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Doniphan-Trumbull Public School.
2. Students are responsible for their ethical and educational use of the technology resources of Doniphan-Trumbull Public School.
3. Access to the DTPS technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Responsible Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, administrator, or technology administrator, will be considered an act of vandalism and is subject to disciplinary action in accordance with the Student Handbook.
6. The School’s Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access web sites, newsgroups, or “chat” areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
7. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
8. Use of the computer (including “Instant Messaging”) for anything other than a teacher-directed or approved activity is prohibited during the school day.
9. When accessing the school district’s Internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc. unless approved by a teacher.
10. Computers may not be used to make sound recordings without the consent of all of those being recorded.
11. Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or teacher.
12. Music will only be allowed on the laptop if it is being used for a teacher directed or approved activity.
13. The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up large files to the server, students should be hard-wired to the network.

14. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Graphic files or pictures that are not for a school project or activity should not be stored on the school computer systems.

15. Students may access only those files that belong to them or for which they are certain they have permission to use.

16. Deliberate attempts to degrade the network or to disrupt the system performance will result in disciplinary action.

17. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

Doniphan-Trumbull Public School reserves the right to define inappropriate use of technology and all other electronic communication devices. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a computer for unlawful purpose, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, login, password, or files for any reason.
- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

- **Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.**
- Plagiarism is a violation of the Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to consequences. Violation of applicable state or federal law, including the Nebraska Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

COPYRIGHT AND FAIR USE POLICY

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

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

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

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

CODE OF CONDUCT

All rules under the student code of conduct are established within the framework of the United States Constitution, the State of Nebraska, and the Doniphan-Trumbull Public School's policies set forth by the Doniphan-Trumbull Public School Board of Education. Decisions regarding the enforcement of the rules of conduct shall be made in accordance with applicable governing laws and policies, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

The infractions of the student code of conduct listed below are grouped into categories according to the seriousness and to the intensity of the offense. By no means is this list intended to cover all situations and, therefore, all types of infractions may not be included. The principal or superintendent will determine the severity of each student's violation. Consequences may be modified to meet extenuating circumstances, so that both the student(s) and the educational interests are dealt with in a fair and consistent manner.

The administration or teacher may deviate from the suggested list of consequences and assign a consequence most appropriate for the severity of the incident. The accumulation of multiple infractions may result in an increase in consequences and will be dealt with at the discretion of the administrator.

Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned. Students should expect that parents will always be notified by letter and/or by telephone when disciplinary action above a detention is being taken.

Students who fail to abide by the student code of conduct will be subject to the following consequences, but not limited to: 1) loss of noon hour privileges; 2) loss of extracurricular activities; 3) thirty minute detention before or after school; 4) Saturday school; 5) short term in-school or out-of-school suspension for five (5) or fewer days; 6) long term suspension or expulsion. Some school rule violations may also be a violation of criminal laws. The principal or superintendent will report suspected violations of criminal laws to law enforcement. This reporting is not disciplinary. Instead, such reporting is done to comply with state laws. However, the principal and superintendent will make every effort to handle such problems in-house, according to the policies and procedures established by the district.

Students may be detained after school by faculty members for reasons of discipline or to provide extra assistance with their academic progress. Students who ride the bus will be given an opportunity to arrange transportation home before they are detained. This can be arranged by a telephone call or postponing the detention time until the next school day. Students will be given until the end of the following school day to complete an assigned detention once the student has been notified of the detention. If the student fails to serve detention in the allotted time further disciplinary action will result. Students who are detained will be given meaningful work to do during this time. Students, who are suspended, either in-school or out-of-school, may not participate in any school activity during the suspension up to 14 days of extra-curricular suspension. Moreover, students who serve an in-school suspension may receive full credit for their school assignments. Students who serve an out-of-school suspension will be given the opportunity to complete class work, including examinations, missed during the suspension. The responsibility for securing missed class work lies with the suspended student and/or her/his parents or guardian. All behavior plans written will be done in accord with a parent meeting to explain the behavior plan and ultimate consequences for not successfully completing conditions described in the behavior plan.

DISCIPLINE MATRIX

Detentions will be 30 minutes in length and will be served the afternoon of the infraction or the following morning.

<i>Attendance Issues</i>	<i>Consequences</i>				
Incident/Offense	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Tardy	Detention after the 5th Tardy	Detention after the 10th Tardy/ Parent Notification	ISS (1 day) after the 15th Tardy/ Parent Notification	ISS (1-3 days) after the 20th Tardy/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting after the 25th Tardy
Tardy coming back from Off-Campus Lunch	Detention	Detention and Off-Campus Rights Revoked One Week	Detention and Off-Campus Rights Revoked One Month	Detention and Off-Campus Rights Revoked One Semester	Detention and Off-Campus Rights Revoked One Year
Truancy or Failure to check out of school properly (Four or fewer periods)	Detention /Make up time missed	Detention/ Parent Notification/Make up time missed	Saturday School/ ISS Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days) Behavioral Plan/ Parent Meeting
Truancy or Unexcused Absence (More than four periods)	Detention/ Parent Notification/Make up time missed	Saturday School/ ISS Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting
Missed Detention	ISS (1 day)/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	ISS (3-5 days)/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting
Missed Saturday School	ISS (1 day)/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days)/ Parent Notification	OSS (3-5 days) Behavioral Plan/ Parent Meeting
<i>1.0 Level I Infractions</i>	<i>Consequences</i>				
Incident/Offense	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence

1.1 Littering on school grounds or building	Oral Reprimand	Detention	Detention/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days) Behavioral Plan/ Parent Meeting
1.2 Improper Care or damage to books or school property	Oral Reprimand (Fines/ Restitution)	Detention (Fines/ Restitution)	Detention/ Parent Notification (Fines/ Restitution)	ISS (1 day)/ Parent Notification (Fines/ Restitution)	ISS (1-3 days) Behavioral Plan/ Parent Meeting (Fines/ Restitution)
1.3 Inappropriate display of affection	Oral Reprimand	Detention	Detention/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days) Behavioral Plan/ Parent Meeting
1.4 Violation of Dress Code	Oral Reprimand	Detention	Detention/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days) Behavioral Plan/ Parent Meeting
1.5 Bringing/Consuming Food/Drinks (w/o permission)	Oral Reprimand (Confiscation, items will not be returned)	Detention (Confiscation, items will not be returned)	Detention/ Parent Notification (Confiscation, items will not be returned)	ISS (1 day)/ Parent Notification (Confiscation, items will not be returned)	ISS (1-3 days) Behavioral Plan/ Parent Meeting (Confiscation, items will not be returned)
1.6 Cell Phones & Personal Electronic Communication Devices (ECD) (during instructional time)	Confiscation, turned in to office (Returned to student at the end of the day)	Confiscation, turned in to office & Detention (Returned to student upon completion of detention)	Confiscation, turned in to office & Detention (Returned to parent upon completion of detention)	Confiscation, turned in to office & ISS (1 day) (Returned upon completion of ISS)	ISS (1-3) Behavioral Plan/ Parent Meeting & Confiscation, turned in to office (Returned to parent upon completion of parent meeting)
1.7 Use of Profanity (spoken, written, illustrated, or in music with or without malice)	Oral Reprimand	Detention	Detention/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days) Behavioral Plan/ Parent Meeting
1.8 Social Networking, Gaming, & other off-task technology use	Oral Reprimand	Detention	Confiscation, Detention, & Parent Notification (laptop to be returned to student upon completion of detention)	ISS (1 day)/ Parent Notification	ISS (1-3 days) / Behavioral Plan / Parent Meeting
2.0 Level II Infractions	Consequences				
Incident/Offense	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
2.1 Removal from Classroom	Detention	Detention/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting
2.2 Insubordination, belligerence, and defiance of authority including classroom rules & district technology rules	Detention	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	ISS (3-5 days)/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting
2.3 Nuisance items or objects that pose a safety issue	Detention (Confiscation)	Detention/ Parent Notification (Confiscation)	ISS (1 day)/ Parent Notification (Confiscation)	ISS (1-3 days)/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting (Confiscation)

2.4 Theft or possession of school or personal property of minor value.	Detention (Restitution)	Detention/ Parent Notification (Restitution)	ISS (1 day)/ Parent Notification (Restitution)	ISS (1-3 days)/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting (Restitution)
2.5 Inappropriate conduct (including but not limited to pushing, tripping, or hitting that is not considered fighting)	Detention	Detention/ Parent Notification	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days) Behavioral Plan/ Parent Meeting
2.6 Recording or photographing of any kind without permission	Detention and Deletion of the Image and/or Recording	Detention and Deletion of the Image and/or Recording / Parent Notification	ISS (1 day) and Deletion of the Image and/or Recording / Parent Notification	ISS (1-3 days) and Deletion of the Image and/or Recording / Parent Notification	OSS (1-3 days) and Deletion of the Image and/or Recording / Parent Notification

3.0 Level III Infractions	Consequences				
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Incident/Offense	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
3.1 Fighting in school, on school property, or during a school sponsored activity	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days)/ Parent Notification	OSS (3-5 days) Behavioral Plan/ Parent Meeting
3.2 Vandalism or damage to school property under \$100	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days)/ Parent Notification	OSS (3-5 days) Behavioral Plan/ Parent Meeting
3.3 Theft or possession of stolen property of substantial value.	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days)/ Parent Notification	OSS (3-5 days) Behavioral Plan/ Parent Meeting
3.4 Verbal abuse, harassment, sexual harassment, profanity toward or disrespect to school personnel and/or students. Verbal and/or Online Assaults / Gestures (including, but not limited to, Student to Student, Student to Teacher, etc.)	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days)/ Parent Notification	OSS (3-5 days) Behavioral Plan/ Parent Meeting
3.6 Possession or use of tobacco on school grounds or within the school building or during school sponsored activities	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days)/ Parent Notification	OSS (3-5 days) Behavioral Plan/ Parent Meeting
3.7 Willfully disobeying any reasonable written or oral request of a school staff member, or voicing of disrespect to those in authority.	ISS (1 day)/ Parent Notification	ISS (1-3 days)/ Parent Notification	OSS (1-3 days)/ Parent Notification	OSS (3-5 days) Behavioral Plan/ Parent Meeting
3.8 Violation of the internet, network, computer usage policy. (Examples: using school provided email for non-educational and/or inappropriate purposes, buying and selling items, viewing pornography, etc.)	ISS (1 day)/ Loss of privileges 1 month/ Parent Notification	ISS (1-3 days)/ Loss of Privileges 2 months/ Parent Notification	OSS (1-3 days)/ Loss of Privileges 1 semester/ Parent Notification	OSS (3-5 days) Loss of Privileges 1 year Behavioral Plan/ Parent Meeting

4.0 Level IV Infractions	Consequences			
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With all 4.0 Infractions contact with law enforcement agencies may be appropriate which may include prosecution, imprisonment, fines, and/or fees.

Incident/Offense	1st Occurrence	2nd Occurrence
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4.01 Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; including violent, forceful, and/or intimidating communication via technology.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.02 Willfully causing or attempting to cause substantial damage to property or repeated damage to school or personal property.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.03 Causing or attempting to cause personal injury to school employee, school volunteer and/or student.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.04 Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from a student.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.05 The knowing and intentionally possession, use, or transmission of a dangerous weapon other than a firearm at school. (Knives with blades shorter than 3 and 1/2 inch are considered a nuisance item and safety concern: a violation of 2.4)	OSS (5-7 days)/ Parent Notification (Confiscation)	OSS (10 days)/ Recommendation for Expulsion (Confiscation)
4.06 Engaging in the possession or use of alcohol, narcotics, drugs, anabolic steroids, a controlled substance, inhalants or being under the influence of any of the above.	OSS (3-5 days)/ Parent Notification	OSS (5-7+)/ Behavior Plan/ Parent Meeting
4.07 Engaging in selling or dispensing of alcohol, narcotics, drugs, anabolic steroids, a controlled substance, inhalants.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.08 Public Indecency as defined in section 28-806.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.09 Sexually assaulting or attempting to sexually assault any person including sexual assaults or attempted sexual assault off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in state statues referenced in section 79-267 (8).	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.10 Engage in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.11 A repeated violation of any rules and standards validly established pursuant to section 79-4, 176 if such violation constitutes a substantial interference with the school purposes.	OSS (5-7 days)/ Parent Notification	OSS (10 days)/ Recommendation for Expulsion
4.12 Intentionally pulling a fire alarm, making a bomb threat, possession of or discharging of a stink bomb.	OSS (3-5 days)/ Parent Notification	OSS (5-7+)/ Behavior Plan/ Parent Meeting
4.13 Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. Neb. Rev. Stat §79-267(10).	OSS (3-5 days)/ Parent Notification / Legal Authorities Shall Be Contacted	OSS (5-7+)/ Behavior Plan/ Parent Meeting / Legal Authorities Shall Be Contacted
5.0 Level V Infractions	Consequences	

With all level 5.0 Infractions contact with law enforcement agencies may be appropriate which may include prosecution, imprisonment, fines, and/or fees. Also all level 5.0 infractions will be recommended to the Superintendent of School for immediate expulsion.

Incident/Offense	1st Occurrence
5.1 Failure to successfully complete behavioral plan written for any previous infraction and/or behavioral plans that recommend immediate referral to the superintendent of school for expulsion.	OSS (7-10 days)/ Recommendation to Superintendent for Expulsion for not less than the remainder of the school year.
5.2 Genuine threats (written or oral including cyber) of physical injury or death, or knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary. (*Every threat will be investigated, the intent and extent to which a student has planned the threat will be used to validate the legitimacy of the threat.)	OSS (7-10 days)/ Recommendation to Superintendent for Expulsion for not less than the remainder of the school year.
5.3 The knowing and intentionally possession, use, or transmission of a firearm at school as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute include the following statement: "The term "firearm" means (a) weapon (including a starter pistol) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silence; or (d) any destructive device."	OSS (7-10 days)/ Recommendation to Superintendent for Expulsion for not less than one calendar year.
<p>The administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances. All behavior plans will supersede this discipline matrix and special education students may require a manifestation hearing prior to any decisions are made. All suspension and expulsions will include suspension from all extra-curricular activities from (Blue 7 days to Red 14 days, to Green for the remainder of season).</p>	

INITIATIONS

Under no circumstances are informal initiations permitted at Doniphan-Trumbull Public School. Initiations of a stunt nature designed to embarrass or physically torment those being initiated are not conducive to the building of good student morale and good public opinion of the school. Consequently, initiations must have for their purpose the building of good will only. There will be no initiation of any school individuals or organizations other than those approved by the Principal.

MUTUAL RESPECT

The Doniphan-Trumbull Public School expects every faculty and staff member and student to be treated with respect and dignity. A show of disrespect toward a faculty or a staff member or insubordination on the part of the student will not be tolerated.

SATURDAY SCHOOL

Purpose: To provide a safe, structured, study environment for students who are having academic difficulty in their classes. The premise behind this program is to provide students an alternative learning environment that will benefit students’ academic achievement.

Guidelines and Schedule:

1. Saturday School will run from 8:30 a.m. to 11:30 p.m. Students will report to the commons area. The doors will be locked at 8:30 a.m. Any student who arrives after 8:30 a.m. will be refused admission and will be considered a “no show”.
2. Call in for illness should be made between 8:00 - 8:30 a.m. on that Saturday at 845-6531.
3. Students who do not show or have an unexcused absence from Saturday School, will be assigned other consequences, if appropriate. Parents will be notified if the student does not show.
4. In case inclement weather causes cancellation of a Saturday session, students will be informed no later than 8:00 a.m. on that Saturday.

Rules and Regulations:

1. Students will be on time.
2. The student must bring homework or appropriate reading material. Students will be expected to work for the entire time.
3. Students will remain seated except as permitted by the supervisor.

4. Guests will not be allowed at any time.
5. Sleeping is prohibited
6. All Parent/Student Handbook rules apply.
7. Breaks may be allowed at the supervisor's discretion.
8. Talking is prohibited.
9. Students may be given a community service project(s) to be done under the supervision of the administration, which may include cleaning the school.
10. Students who fail to follow these rules or disrespect the supervisor will be dismissed from Saturday School, and will be assigned other consequences, if appropriate.

Other possible situations for Saturday School assignment:

1. Saturday School may be assigned if (a) the student is having academic difficulty in his/her classes; or (b) if the administration feels Saturday School may benefit the student who is failing classes.
2. Truancy or unexcused absence from school. Saturday School may be assigned to a student as an alternative to in-school suspension, if a student is on academic probation or ineligible. This will be determined by the administration.
3. Saturday School may be assigned for any disruptive behavior to the learning environment depending on the severity, and if a student is on academic probation or ineligible. This will be determined by the administration.

STUDENT DRESS CODE

Student appearance is an important responsibility of the student, parents, and school. All hairstyles, manner of dress and grooming must be consistent with safety, cleanliness, and decency. Student dress code also applies to all extracurricular activities and school sponsored events. Appearance that is disruptive of the educational process, or endangers of the safety and health of the student will not be allowed. In classes where the type of clothing or hairstyles can affect safety, the instructor may establish appropriate criteria, which will be followed by students. **Therefore, it is the discretion of the teacher or principal to determine the appropriateness of clothing or accessories.**

Guidelines for student grooming and dress are:

- Students are to wear shoes at all times.
- Clothing which contains printed wording, pictures, designs which advertise or promote tobacco, alcohol or drugs, or which carries any derogatory connotation, satanic symbols, hate messages, profanity, and/or sexual innuendoes, is strictly prohibited.
- Clothing which is unnecessarily distracting to the learning environment is not permitted.
- Clothing must properly cover the body. **All undergarments must be covered by clothing.**
- Examples of inappropriate tops (but not limited to) are: mesh shirts with no undergarments, half shirts, tank tops, basketball tops, track tops, halter-tops, or midriffs. Shirts must be worn at a length adequate to cover undergarments at all times. Female tank tops must have 2" strap and cover undergarments and must also cover the stomach. Low cut tops that reveal cleavage are not acceptable.
- Examples of inappropriate pants/shorts are (but not limited to): cut-up jeans, jeans with holes above the knee, running tights. All pants / shorts must be worn to adequately cover undergarments at all times. Shorts and/or skirts must be an appropriate length. As a general rule, all shorts and skirts should be longer than the tips of your fingers when arms are at your sides.
- Chains of any type are not permitted. Belts, which are extra-long with excess hanging loosely, are prohibited. All belts are to be tucked in the belt loops and worn around the waist.
- Boy's shirts must have sleeves. An exception may be during PE or Weight classes.
- No caps, hats, bandannas, or sunglasses are to be worn in the school building during the school day. Violations will result in caps, hats, bandannas, or sunglasses being confiscated and detention.

NOTICES

NOTICE: ADMISSIONS

Birth Certificate: A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of the a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. The parent or person enrolling the student will be notified **in writing** that state law requires that proof of identity and age be given to the school within thirty days of enrollment. Upon failure of the person, parent, or guardian to comply with this subsection, the school will notify such persons, parent, or guardian in writing that unless he/she complies within ten days, the matter shall be referred to the local law enforcement agency for investigation. If compliance is not obtained with such ten day period, the school shall immediately report such matter. Any affidavit received pursuant to this subsection that appears inaccurate or suspicious in from or content shall be reported immediately to the local law enforcement agency by the school.

Immunization: Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunizations or meets other exceptions established by law. Immediate proof is necessary unless provisional enrollment provisions apply or a written refusal is received. A student may be **provisionally enrolled** if he or she meets either of the following qualifications:

- (a) The student has begun the immunizations required under this section and is receiving the necessary immunizations as rapidly as is medically feasible;
- (b) The student is the child or legal ward of an officer or enlisted person on active duty in any branch of the military services of the United States or of his or her spouse, enrolling in a Nebraska school following residence in another state or in a foreign country, and the adult or adult legal guardian provides a written statement certifying that the student has completed the course of immunizations required by this section. The provisional enrollment of a student under part “(b)” shall not continue beyond sixty days from the date of enrollment, and the student shall not be permitted to continue in school until such evidence of compliance is provided, or
- (c) The child is deemed a homeless child. The parents or guardian shall be referred to the Homeless Coordinator who shall seek the proper assistance in obtaining the immunizations or the immunization records.

The parent or legal guardian shall be notified in writing of (1) the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable, and (2) a telephone number or other contact information to assist them in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify. A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Physical Examination: Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination. The parent or person enrolling the student will be notified in writing that they must provide within thirty days of enrollment evidence of the physical examination or an objection to the physical examination in writing.

Visual Examination. Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopic, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The parent or person enrolling the student will be notified in writing that they must provide within thirty days of enrollment evidence of the visual examination or an objection to the visual examination in writing.

Prior Academic Records: The Doniphan-Trumbull Public School must have or be able to acquire any prospective new student’s academic records if such student has been enrolled previously in another school district.

Home Language Preference Form: Each prospective student to be enrolled in the Doniphan-Trumbull Public School must have on file a form completed by him or her or his or her parent or guardian which indicates the most prevalent language spoken in the student’s home.

Residency Consideration

Any student who is a “resident” and who meets the other admission requirements shall be eligible to attend the Doniphan-Trumbull Public School. A student shall be considered a resident of the district if he/she resides with the parents or legal guardian within the district, He/she resides within the district in (a) a foster home which has been licensed or approved by the Department of Health and Human Services, or (b) a foster home maintained or used pursuant to Nebraska State statutes section 83-108.04

He/she resides with a resident adult for purposes other than obtaining tuition-free education in the Doniphan-Trumbull Public School, Or He/she has no address, is considered homeless, and requests admission.

If the person is a resident, but is not residing with a parent or guardian, the following must be completed and/or filed:

- 1. “Non-Resident Enrollment Form” which includes a statement indicating that the primary purpose of the child living with such non-parent or guardian is not for the purpose of attending the Doniphan-Trumbull Public School, and
- 2. “Power of Attorney” signed by the parent giving the person with whom the child is residing authority to (a) look at confidential information of the student including grades, and (b) be able to make decisions pertaining to educational matters, medical treatment, etc...

OR Documentation indicating that the student is an emancipated minor. To be an emancipated minor, such person must be nineteen years of age.

OR Documentation showing (a) the student is a ward of the State or of the Court, (b) the placement is within the district, and (c) the name of the person(s) serving as the foster parent(s).

A child who is not a resident of the Doniphan-Trumbull School District may be enrolled under the following circumstances:

- 1. Meets the requirements under the provisions in Board of Education Policy, Code: 5258, Option Enrollment.
- 2. Arranges for and pays tuition as described in Board of Education Policy, Code: 5011, Tuition
- 3. The resident district enters into a contract with the Doniphan-Trumbull Public School to provide services for the student.
- 4. The student resides outside the district, but has at least one parent living within the district.

NOTICE: DISCLOSURE OF STUDENT DIRECTORY INFORMATION

The No Child Left Behind Act of 2001 requires all Public Schools to provide military recruiters and institutions of higher education access to secondary (9th-12th) school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that Doniphan-Trumbull Public School not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Doniphan-Trumbull Public School will comply with any such request.

Student directory information is designed to be used internally within the school district and requested occasionally by outside agencies. Directory information shall include the student's name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by student, photograph and other likeness, and other similar information. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Permanent records of students 7th through 12th grades are kept in the office of the Principal and are brought up to date at the end of each semester. Any student enrolled the Doniphan-Trumbull Secondary School, his/her parents/guardian, teachers, counselors, or school administrations shall have access to the school's files or records maintained concerning said student. No other person shall have access thereto, nor shall the contents thereof be divulged in any matter to any unauthorized person. All files and records shall be maintained as to separate academic and disciplinary matters. The District will transfer student records to other school and institutions upon the written request of the parent/guardians of a student under 18 years of age. In the event the student has reached his/her majority, the student may make the written request of transfer of records.

NOTICE: STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 give parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Doniphan-Trumbull Public School will give parents the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Doniphan-Trumbull Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

NOTICE: VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

NOTICE: SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

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

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

NOTICE: NONDISCRIMINATION

Discrimination on the basis of race, sex, age, religion, national origin, color, marital or familial status, or disability in any program, activity, or function of the Doniphan-Trumbull Public School is prohibited. Any student who is adversely affected by discriminatory actions by another student or a district employee is a violation of Federal Civil Rights Laws and will not be tolerated, and will subject any student or employee who engages in such discrimination to disciplinary action up to and including termination of employment and recommended revocation of any certificated or license if applicable, for employees; or long-term suspension, expulsion, or mandatory reassignment in the case of students. Any person having inquiries concerning Doniphan-Trumbull compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of School as the district's designated

coordinator of Federal Title IX and Section 504 compliance procedures. The superintendent may be contacted at Doniphan-Trumbull Public School, Box 300, Doniphan, NE 68832; phone (402) 845-2282.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

U.S. Department of Education

Office of Civil Rights

8930 Ward Parkway, Suite 2037

Kansas City, Missouri 64114

Phone Number: 816-268-0550

Fax Number: 816-823-1404

NOTICE OF STUDENTS AND PARENTS RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) A parent reserves the right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The address of that Office:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

NOTICE: RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1) Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

2) Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3) Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

NOTICE: CIVIL RIGHTS

The Doniphan-Trumbull Public School is committed to the fair treatment of all individuals involved in a civil rights dispute. Any student reporting a violation of this policy in good faith and based on reasonable cause shall not be subjected to any kind of retaliation. Deliberate or malicious false charges will be treated as serious offenses. Any employee or student against whom a civil rights complaint is lodged will have opportunity to defend himself/herself. The substance of any complaint brought against an employee or student will be handled confidentially to the extent practicable for a complete investigation of the complaint and within the confines of law pertaining to student records, and personnel discipline and termination.

School district officials shall thoroughly investigate any civil rights complaint as expeditiously as is practicable, and take appropriate disciplinary action against anyone violating the civil rights of an employee while on duty with the district.

NOTICE: EQUAL EDUCATIONAL OPPORTUNITIES

The Doniphan-Trumbull Public School supports equal educational opportunity for students free from limitations based upon ethnic background, sex, age, marital status, physical or mental disability, national origin, race, religious beliefs, or economic and social conditions

NOTICE: PARENT/GUARDIAN INVOLVEMENT AND FAMILY EDUCATIONAL RIGHTS

The Doniphan-Trumbull Board of Education believes that all parents and families want the best for their children and acknowledges research showing that children do best when parents are enabled to play four key roles in their children’s learning:

- Teachers (helping children at home)
- Supporters (contributing their skills to the school)
- Advocates (helping children receive fair treatment)
- Decision-makers (participating in joint problem-solving with the school at every level)

The Board recognizes parents/guardians are full partners with educators, administrators, and the Board to achieve the best possible learning experience for each child. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community are connected in meaningful and productive ways.

No parent or guardian shall be required to participate in a parent education program or sign a contract or agreement, but voluntary participation and agreements will be encouraged.

Educational Rights

Parents/guardians are entitled to:

1. A description of all curriculum course materials, assessments, textbooks, and other teaching aids, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats used in the classrooms with explanations as to how they are used to instruct students and measure a child’s progress;
2. Proficiency levels students are expected to meet and timely communication to parents so they can work with educators to improve a child’s achievement utilizing screening and test results, as well as other performance indicators;
3. Give parental consent for a child’s participation in the administration of a survey or any instrument used in the collection of personal information, pursuant to federal and state laws, and upon request of the parent, inspect a survey or instrument created by a third party or the district prior to administration or distribution of such to a student;
4. Assistance in understanding state standards, assessments and accountability systems in place within the state, district, and local school levels and understanding their child’s educational achievement in comparison to state and local standards;
5. Be provided, upon request to the appropriate school official, notification of records, reports, and educational data directly related to their child and maintained by the state and local school which the student attends or has attended;
6. Access all of their child’s written student records, upon request directed to the appropriate school official, and be given the opportunity to seek having the records amended, as well as rights related to disclosure of information from the records in accordance with the Family Educational Rights and Privacy Act (FERPA); and
7. Full information regarding the school activities of a child.

NOTICE: EDUCATION OF HOMELESS STUDENTS

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start

and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in the previous examples.

The Principal shall designate an appropriate staff person to be the district's liaison for homeless students and their families. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other school. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute. Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in school, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

Legal Reference: RCW 28A.225.215 Enrollment of children without legal residences

Title I, Part C No Child Left Behind Act, 2002

NOTICE: CHAIN OF COMMAND

Constructive criticism of the school, its employees, or its employees' decisions is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to more effectively equip the school for the task they are designed to perform.

Parents, students and school patrons having complaints regarding school matters are encouraged to:

1. Have a scheduled conference with the staff person involved in the complaint matter.
2. Appeal to the Principal if the matter is not resolved at Step 1.
3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

Complaints not pertaining to a teacher or an issue handled by a teacher should be first discussed with the appropriate principal. Complaints not pertaining to a teacher or a principal or an issue handled by a teacher or a principal should be first discussed with the superintendent. Complaints pertaining to the superintendent or an issue handled by the superintendent should be first discussed with the superintendent before bringing the issue to any member of the Board for his/her referral to the president of the Board of Education. The credibility of anonymous complaints will be suspected at all times. Anonymous complaints will not be considered by the Board of Education. To clarify the exact complaint, school personnel may request that the complainant reduce his/her complaint to writing. Complaints pertaining to non-certificated personnel should always be made to the appropriate building principal or the superintendent.

NOTICE: HARASSMENT

In general and for the purposes of this policy, harassment shall mean written or verbal communications **including cyber bullying** or physical conduct pertaining to any characteristic listed in paragraph above and includes, but is not limited to, unwelcome slurs, epithets, threats, derogatory or demeaning comments, jokes, teasing, inappropriate touching, or other behavior which negatively impacts a student's well-being at school.

Harassment on the basis of sex shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, intentional physical contact, or derogatory or demeaning verbal conduct of a sexual nature made by a district employee to a student, or by a student to another student, constitutes sexual harassment when: or other verbal or physical conduct of a sexual nature when (1) any

imposition of a requirement of sexual cooperation is a condition of academic advance or co-curricular participation, and/or (2) such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating a hostile, intimidating, or offensive learning environment.

Sexual harassment does not include consensual sexual relationships between students. Consensual sexual behavior between students at school may, however, violate other policies or regulations of the school district and result in disciplinary action against those students.

Harassment of a student, other than sexual harassment, consists of physical conduct or written or verbal conduct which is related to a student's race, color, religion, gender, sexual orientation, disability or handicapping condition, or national origin and which (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities.

A complaint procedure which includes a requirement that all complaints be promptly and thoroughly investigated and that the procedure for filing complaints be communicated to students, parents and staff using standard methods of communicating such information will be included in the Administrative Regulation.

Discrimination of Students

All personnel are advised to be sensitive to behavior or conduct, which may be considered harassment of students and to immediately investigate and take corrective action, if needed, concerning alleged incidents of harassment.

Complaint Procedure

1. If an employee becomes aware of or observes conduct which may be considered harassment or a civil rights violation, or if a student becomes aware of or observes such conduct toward another student or toward himself or herself, the student or employee should immediately report the matter to the principal of the building to which the student is assigned or if the principal is the alleged perpetrator, to the Superintendent of School. If the Superintendent of School is the alleged perpetrator, the issue should be reported to the President of the School Board.
2. If the problem is not resolved within five (5) to ten (10) days of reporting or if the harassment continues, the person reporting should report the issue to the next level of supervision.

Based on the results of the school district's investigation of the alleged civil rights violation or harassment, appropriate corrective action up to and including discharge of the offending employee, or disciplinary action against any offending student, will be taken. Retaliatory action will not be taken against an employee or a student for reporting discrimination or harassment. These reports will be handled in a confidential manner consistent with resolution of the problem.

NOTICE: COMMUNICABLE DISEASE

It is the policy of the Doniphan-Trumbull Public School that procedures for the control of communicable diseases in the school will be developed in a manner consistent with applicable state statutes and with regulations for communicable diseases control as established by the State Department of Health. A student who is suspected of having a communicable disease might be excluded from school. The following table should serve, as a guideline to parents with regard to the amount of time a student should be kept out of school with a communicable disease.

- Measles: One week and until symptom free.
- Three Day Measles: (German measles) until rash is gone.
- Chicken Pox: May come back after one week, even with dry crusts if symptom free.
- Mumps: Nine days and until swelling is gone on both sides.
- Strep Throat: Return to school 24 hours after being on antibiotic.
- Ringworm: Must remain out of school until under treatment with a doctor;
- Pink Eye: Must be symptom free in appearance or doctor documentation that child is no longer infectious.
- Impetigo: Return after lesions have dried up and under the care of a physician.
- Temperature: 100 degrees and above should remain home from school. Temperature must be normal 24 hours before returning to school.
- Scabies: Remain home until under treatment by physician.
- Hepatitis: Refer close personal contacts to family physician.
- Cold/flu: Remain home until better.
- Head Lice: Return to school after treatment is initiated. Over the counter medications may be used.
- Injury: If injury is severe enough to cause any degree of concern for child's welfare, call parents as once and recommend a medical opinion. Soap and water is suggested to cleanse any will. No ointments are recommended. Cover will with clean dry dressing should be applied to bumps or bruises for at least 30 minutes.

NOTICE: NEBRASKA DEPARTMENT OF EDUCATION COMPLAINT PROCEDURE

Chapter 34 of the Code of Federal Regulations, Section 299. 10 requires each State Education Agency (SEA) such as the Nebraska Department of Education to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is violating a federal statute or regulation that applies to the federal programs listed below.

Which federal programs?

Improving America's School Act (IASA)

Title I:

Part A (Educationally Disadvantaged Children)
Part B (Even Start)
Part C (Migrant)
Part D (Neglected or Delinquent)
Title III (Eisenhower)
Title III - Subpart 2 of Part A, (State and local programs for School Technology Resources)
Part A of Title IV (Safe and Drug-free School and Communities)
Title VI (Innovative Education Program Strategies)
Part C of Title VII (Emergency Immigrant Education)
McKinney-Vento Homeless Education

What is required? Requirements of 34 CFR 299. 10: The Department of Education develops a procedure and share that information with every agency and district receiving a federal grant. The complete description of the complaint procedure is available on the Nebraska Department of Education homepage at: <http://www.nde.state.ne.us>.

An assurance that the recipient of the federal funds will distribute notice about the complaint procedure to parents of students and appropriate private school officials and representatives. Federal programs will include an additional assurance on their grant applications.

This notice that a complaint procedure exists can be provided in any format that reaches parents and all other required persons such as a district-wide student handbook. There should be only one notice from the district or agency - not a notice from each program

How to submit a complaint?

A complaint submitted to the Department must include:

- 1) The name of the federal program,
- 2) The recipient of the grant (i.e., Nebraska Department of Education, school district, agency, consortium of agencies)
- 3) A description of the alleged violation of statute or regulation with supporting information - facts and dates, and
- 4) The name and address and signature of the person making the complaint.

The office of Civil Rights may be reached at:

U.S. Department of Education	Phone Number: 816-268-0550
Office of Civil Rights	Fax Number: 816-823-1404
8930 Ward Parkway, Suite 2037	
Kansas City, Missouri 64114	

NOTICE: STUDENT FEE POLICY

The Board of Education of the Doniphan-Trumbull Public School adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," provides further specifics of student fees and materials required of students for the 2010-2011 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire clothing required for specified courses and activities.

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

1. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

2. Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Also, students will be required to use only the standard project materials made available by the District. If the student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable additional cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities—Fees for participation. Any fees for participation in extra-curricular activities for the 2010-2011 school year and thereafter are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events. Admission passes shall be made available for purchase to all students and adults. Any student participating in at least one extra curricular activity must purchase an admissions pass.

(5) Post-secondary education costs. Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A

parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8)Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9)Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10)Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11)Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12)Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13)Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school.

NOTICE: SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the school. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate school or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the school. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at school outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned school. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic school may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

NOTICE: DESIGNATION OF COORDINATOR (S)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Superintendent, P.O. Box 300, Doniphan, NE 68832. Telephone: 402-845-2282.

504 of the Rehabilitation Act of 1973:

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.

5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than will be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

NOTICE: ASTHAMA PROTOCOL STATE MANDATE

The Nebraska Department of Education has mandated for all school to develop an asthma protocol. Several students throughout the State have died at school prior to having this protocol in place. Nebraska has a very high percentage of school age children diagnosed with asthma.

Our school has incorporated the mandated protocol with our specific school plan. To implement this specific plan, we will need to have updated health information for students and staff on an annual basis at the beginning of each school year.

The goal of this mandate is to prevent deaths that may have otherwise been prevented. Please call the school if you have questions, concerns or input. The school nurse will be glad to discuss this with you.

NOTICE: MULTICULTURAL EDUCATION

Philosophy and Mission: The Doniphan-Trumbull School District recognizes the importance of providing learning experiences that will assist students in the development of knowledge, awareness, sensitivity, and respect for all races and cultures, as well as an understanding of the unique contributions that various cultural groups have made to the growth of the nation in which we live. A multicultural education program that promotes these learning experiences will be infused into the curriculum in all areas and grade levels. This program will also provide experiences in human relations that will help students gain an understanding of cultural diversity and develop that interactive skills needed to participate in the pluralistic society of the twenty-first century.

Goals:

1. The development of behavior and conduct that reflects respect toward all races.
2. The development of knowledge of the cultures, history, and contributions of African Americans, Hispanic Americans, Native Americans and Asian Americans.
3. The development of decision-making abilities, and social participation skills that will help form the necessary bases for effective citizenship in a pluralistic society.
4. The development of a positive self-image and an appreciation and respect, on the part of each student, for his or her personal background and family heritage.
5. The development of an awareness of the attitudes and stereotypes that lead to conflicts between cultural groups.
6. The development of the skills necessary for effective interpersonal, inter-ethnic and intercultural group interactions including critical thinking, consensus building, and conflict management.

PARENT/STUDENT ACKNOWLEDGMENT

As a Student: I have received a copy of, and have read, the “**Terms and Conditions for Internet Access**” found in the Parent/Student Handbook adopted by the Doniphan-Trumbull School District, and I understand that I will abide by those district guidelines and conditions for the use of the facilities of Doniphan-Trumbull Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may be taken.

I acknowledge that I have had the opportunity to read and review the rules and regulations contained in the parent/student handbook provided by Doniphan-Trumbull Public School and will do my best to follow those guidelines.

Student’s Signature

Grade

Date

As a Parent: I have received a copy of, and have read, the “**Terms and Conditions for Internet Access**” found in the Parent/Student Handbook adopted by the Doniphan-Trumbull School District. Further, I grant permission for my child to access networked computer services such as the Internet. I understand that this free access is designed for educational purposes; I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Doniphan-Trumbull Public School or any of its employees responsible for material acquired or sent via the network.

AND

_____ I hereby grant permission to Doniphan-Trumbull to video tape and/or photograph my son or daughter for school use; and to release said videotapes and/or photography to the press for promotion of student and school.

OR

_____ Permission is **DENIED** to video tape and/or photograph my son or daughter for school use; and to release said videotapes and/or photography to the press for promotion of student and school.

_____ I give my approval for my child to take field trips sponsored by Doniphan-Trumbull.

OR

_____ I do **NOT** want my child taking field trips.

_____ I will allow my child’s student directory information to be shared with military recruiters, institutions of higher learning and other individuals and/or organizations responsible for enacting school purposes (ie. Booster Club, Post Prom Committee, etc).

OR

_____ I do **NOT** want my child’s student directory information to be shared.

I acknowledge that I have had the opportunity to read and review the rules and regulations contained in the parent/student handbook provided by Doniphan-Trumbull Public School.

Parent’s Signature

Date

****This form is due in the school office by the last day of August in the current school year ****

DONIPHAN-TRUMBULL APPLICATION
FOR OFF-CAMPUS PRIVILEGE

OPEN PERIOD RELEASE:

Senior students have off-campus privileges and may leave campus during their open periods, but must obtain school and parent permission prior to leaving. Off-campus privileges can be revoked by school administration for disciplinary reasons. Students must sign in at the office when arriving at or leaving the school for release.

_____ I give permission for my child to leave school during his/her open periods by signing him/herself out at the main office.

OFF CAMPUS LUNCH RELEASE:

Juniors and Seniors have off-campus lunch release and are allowed to leave campus during their scheduled lunch. Other exceptions will be made for those students who eat lunch at home and live within walking distance of the school. Written permission from parents or guardians is required before students are allowed to leave the campus for lunch. Students who leave the campus during their scheduled lunch without permission will be subject to disciplinary action. Student returning late from off-campus lunch release will be subject to disciplinary action.

Student name: _____ Application date: _____

Signing this agreement indicates that you have read, and understand the rules and regulations for this privilege as well as your agreement with the waiver of liability contained in the Parent Waiver and Consent set forth below. Should you have any questions, please contact Mr. Schiefelbein, Secondary Principal at Doniphan-Trumbull.

Student Signature: _____

Parent Waiver and Consent: I have read, and understand the rules and regulations for this privilege and allow my child to leave campus for lunch **and/or** open period. I also individually and on behalf of my child his/her personal representative, assigns, heirs and next of kin, hereby release, waive, disclaim and covenant not to sue Doniphan-Trumbull or any of its affiliates, employees, agents or assigns for any claim or demand arising out of any injury, death or property damage my child may suffer while utilizing this privilege whether caused by the negligence of Doniphan-Trumbull or otherwise.

Parent Signature: _____

****This form needs to be returned to the secondary school office prior to student(s) being released from school for off-campus privileges.****